



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Courtesy Patrol Technician II	Job Code:	9002300	Job Grade:	08
Reports To:	Courtesy Patrol Program Supervisor	Pos. No:	TBD	SIC Code:	9229
Department:	Sheriff's Department	Loc. Code:		FLSA Code:	N
				WC Code:	7720
Division:	Patrol/Highway Emergency Response Division	CS Code:	C	EEO Code:	C04

Summary of Functions: Independently operates courtesy vehicle and patrols assigned routes. Trains and accompanies Recruits and Courtesy Patrol Technicians on assignments to detect, respond to and initiate clearance procedures for congestion causing incidents and maintain a consistent flow of traffic at incident location. Assists motorists with disabled vehicles and observes/ notifies Courtesy Patrol Program Supervisor of traffic flow/congestion problems on assigned routes. Requires extensive contact with law enforcement officials and the public.

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Leads the work of and assists in training Courtesy Patrol Recruits and Technicians.	35%	E
2. Provides assistance to the Courtesy Patrol Supervisor in responding to accidents/incidents on the highway system and assisting in analyzing the situation and determining plans of action for removing the incidents. Ensures that all courtesy, ethical and safety regulations/requirements are met so that all employees and the public are provided as safe a working environment as possible.	20%	E
3. Assists in posting warning signs, helping the public and performing other work as directed during emergency situations.	15%	E
4. Operates and maintains courtesy vehicle in accordance with preventive maintenance inspection policies and procedures and keeping lot of maintenance and incidents.	10%	E
5. Observes traffic control devices and traffic flow conditions while patrolling and reports major problems.	10%	E
6. Operates maintenance tools and equipment to perform duties, as required.	05%	E
7. Performs other duties as required.	05%	N

Minimum Qualifications:

Education, Experience and Training:

Graduation from an accredited High School/GED Program. Three (3) years experience in automotive repair, roadway maintenance and construction.

Special Requirements:

Must possess a valid Texas Driver's License and good driving record. Knowledge of basic automotive repair, highway construction, and use of hand power and emergency tools. Mandatory drug test prior to and during employment. Must successfully complete a polygraph and extensive background investigation and is subject to random, unannounced drug/alcohol testing. Ability to understand and follow regulations and policies, as well as verbal procedural tasks and instructions.

Physical/Environmental Requirements:

May require prolonged driving and standing. May require moderate lifting of tires, hand power tools, and emergency equipment. Works outside and is subject to all types of weather conditions.

Point Factor:

HS12=100, E3=30, VM2B=15, PD1B=10, WH1A=05, WE3B=20, IC2B=25, DL3=20, PS2=15, RE1A=5, SF2B=20, TTL: 265

Supervisor's Signature _____ Date _____

Reviewed by Human Resources/Civil Service: TE 06/11/02

Approved by Civil Service Commission: _____ (6/17/02)
