



## DALLAS COUNTY JOB DESCRIPTION

<b>Job Title:</b>	Courtesy Patrol Technician I	<b>Job Code:</b>	9002200	<b>Job Grade:</b>	07
<b>Reports To:</b>	Courtesy Patrol Assistant Watch Supervisor	<b>Pos. No:</b>	Various	<b>SIC Code:</b>	9229
<b>Department:</b>	Sheriff's Department	<b>Loc. Code:</b>	05	<b>FLSA Code:</b>	N
				<b>WC Code:</b>	7720
<b>Division:</b>	Patrol/Highway Emergency Response Division	<b>CS Code:</b>	C	<b>EEO Code:</b>	C04

**Summary of Functions:** With direct supervision, operates courtesy vehicles and patrols assigned routes to detect, respond to and initiate clearance procedures for congestion causing incidents and maintains a consistent flow of traffic at incident locations.

**Management Scope:** N/A

<b>Duties and Responsibilities:</b>	<b>% of Time</b>	<b>Essential Non-essential</b>
1. Responds to accidents/incidents on the highway system and assists in analyzing the situation and determines plan of action for removing the incident.	30	E
2. Assists motorists with disabled vehicles on the highway system and removes from the roadway if necessary.	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 vehicles in accordance with preventive maintenance inspection policies and procedures; keeps log of maintenance and incidents.	10	E
5. Observes traffic control devices and traffic flow conditions while patrolling; reports major problems.	10	E
6. Operates maintenance tools and equipment to perform duties, as required.	05	E
7. Picks up roadway litter and debris.	05	E
8. Performs other duties as assigned.	05	N

### **Minimum Qualifications:**

#### Education, Experience and Training:

Graduation from an accredited high school/GED Program. One (1) year of work related experience in automotive maintenance or two (2) years of stable work experience or thirty (30) hours from an accredited college or university in a job related field of study or a combination of the two.

Special Requirements:

Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. 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, psychological exam, 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, E2=20, VM2C=20, PD1C=15, WH1B=5, WE3B=20, IC1B=15, DL2=10, PS1=10, RE1A=5, SF1A=5, TTL: 225

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by Human Resources/Civil Service on

Date 9/20/04; 03/03/11

Approved by Civil Service Commission on

Date 9/20/04; 03/03/11

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.