



Town of Branford Job Announcement

Community Service Officer

Posting: May 8, 2024 until filled

Position Details:

Department: Police Department

Employment Type: Seasonal Part Time

Locations: 33 Laurel Street

Hours: up to 19 hours per week

Union/Affiliation: N/A

Pay Rate: \$20.81/hour

The Town of Branford is an equal opportunity employer, women, minorities, and veterans are encouraged to apply. Candidates must successfully pass a substance abuse test, and background screening given at the Town's expense.

Position Overview:

Position Summary/Purpose:

The purposes of this position is to perform a variety of non-sworn duties to include the enforcement of parking regulations and order, providing service to the public and monitor and direct traffic within the Town of Branford.

Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Meet and greet the merchants and citizen's within assigned areas of the Town of Branford
- Traffic Control and assistance to pedestrian crossings
- Ticketing of motor vehicles for parking violations
- Maintain thorough knowledge of the latest town traffic and parking regulations

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Assists other departments, offices or staff as needed to promote a team effort to serve the public.

Supervision:

Supervision Scope: Performs a variety of traffic and parking functions

Supervision Received: Works under the general direction of the Patrol Captain

Supervision Given: None

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with High School Graduate or GED equivalent. College experience/ degree and Bilingual skills preferred.

Special Requirements:

Must have and maintain: CT Driver's License and complete training in traffic control and parking enforcement.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of local traffic control and parking regulations.

Ability: Ability to establish and maintain effective working relationships and communication with all merchants, various groups and individuals. Ability to effectively de-escalate minor disputes.

Skill: Good problem-solving skills, including creative thinking; good verbal communication skills.

Job Environment:

Work is most often performed in assigned locations with the Town of Branford and requires a lot of walking in all types of weather. Frequent and periodic contact with merchants and the public.

Errors in judgement or omissions could result in delay of services or rework and monetary loss.

Physical and Mental Requirements:

Work Environment	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions				X
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related -extreme heat/cold	X			
Work near moving mechanical parts		X		
Risk of electrical shock	X			
Vibration	X			
Other-Describe _____				

Physical Activity	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing				X
Walking				X
Sitting		X		
Talking & Hearing			X	
Using hands/fingers to handle/feel			X	
Climbing or balancing		X		
Stooping, kneeling, crouching, crawling			X	
Reaching with hands and arms			X	
Tasting or smelling	X			
Bending, pulling, pushing		X		

Other-Driving	X			
Other-Describe _____				

Lifting Requirements	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)				X
Very Loud (jack hammer work)		X		

Vision Requirements:

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)