

## WHITLEY COUNCIL FOR THE ISLE OF MAN PUBLIC SERVICE (MANUAL WORKERS)

The Employers' and Employees' Side of the Whitley Council are agreed that the rate of pay for the employee group that is Traffic Wardens will be £ 368.95 per week. An agreed job description is attached at **Annex A** to this agreement.

In recognition of the requirement for this group of staff to work in isolation a 10% plussage rate has been agreed.

The operative date of the agreement is **1 December 2005**.

  
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Chairman  
Employers' Side Whitley Council

  
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Vice-Chairman  
Employees' Side Whitley Council

Date 10. 08. 06.  
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IOM Constabulary  
Traffic Wardens Job Description

Job Title: Traffic Warden

Responsible To: Traffic Sergeant

**Purpose of Job**

To maintain a smooth flow of traffic in and around the town area and ensure easy vehicle access/exit for all public car parking facilities.

To ensure all vehicles are parked in a correct manner, in accordance with Road Traffic Regulation Act 1985 and The Functions of the Traffic Wardens Order 1989

To administer appropriate penalties in an impartial and fair manner to vehicles parked in contravention of the law.

**Main Duties**

1. Patrol areas in town and country parishes, including disk zones, double yellow lines, junctions, reserved bays, tax disks, zig zag restricted areas, pavements, etc, as directed by management. This is to ensure vehicles are parked in a correct manner and check any other parking regulations.
2. Where unable to prevent an offence, enforce the law in an accurate, fair and impartial manner. Issue fines and excess charges, as appropriate, to vehicles in contravention of the Law.
3. Direct traffic at any of the control points, as directed by management and assist the Police with the control of traffic following road accidents, as requested including Point Duty.
4. In the case of a dispute regarding a penalty notice, give evidence in court or other hearing, and supply any required supporting information.
5. Identify, record and report to ESJCR abandoned and borrowed vehicles, vehicles taken without consent, vehicles not displaying insurance discs, vehicles causing an obstruction, fraudulent use of parking disks and other unusual circumstances regarding vehicles, on or off street, which may require further or police action.
6. Report to ESJCR missing road signs, unclear road markings, blocked drains, loose pavements, oil on the road etc.
7. Visit homes to leave notes as to why cars were left parked illegally.
8. Ensure good public relations and promote the image of Traffic Warden by administering advice and answering queries to the general public in a firm, tactful, helpful and polite manner, regarding general and work related issues. Ensure a smart uniformed appearance at all times.
9. Assist with the training of traffic wardens as required.
10. Turn out to road related incidents, hazards, offences, collisions and emergency situations if requested.

11. Contribute to maintaining road safety by identifying and responding to hazards regulating traffic dealing with traffic offences.
12. Ensure that all matters relating to the process of information are carried out in a prompt, efficient manner and in accordance with legislation, policy and procedure.
13. Comply with Health and Safety requirements at all times.
14. Carry out School Crossing Patrol duties when necessary to ensure cover of point and safety of children.
15. Traffic Wardens are classified as 'lone workers' and will receive lone worker allowance. Therefore, Traffic Wardens are expected to carry out all duties alone, unless otherwise directed.
16. Prepare for, and participate in, planned policing operations e.g. TT, Tynwald, Royal Visits, funeral processions, Late Night Shopping Sundays and Christmas, by assisting with implementing planned traffic control activities.
17. Acting as a visible representative of the Isle of Man Constabulary.
18. Assisting Police Officers with carrying out searches for missing persons or vulnerable people. Traffic Wardens will leave their duty and assist Police Officers to locate missing/vulnerable persons, liaising with Control Room and next of kin as necessary.
19. Evening Parking checks if requested.

#### **Knowledge and Experience Required**

Traffic Wardens are required to use a mature, objective, common sense and consistent approach to their work and in making regular unsupervised decisions and judgement regarding charges. The ability to communicate effectively and remain polite and calm, in often tense situations is essential. As the post involves dealing with the public on a daily basis, excellent interpersonal skills are required and personal presentation is important. It is essential that the postholder is able to work as part of a team, to ensure the smooth running of the rota.


The postholder must have the ability to learn to use a radio system for communication and to work all equipment in an emergency. Training is provided for these and other skills required for the post, including First Aid.

A good level of health and fitness is essential, as the role requires the postholder to work in all weather conditions and involves a high degree of walking.

Flexibility to work weekends as and when required as part of a rota.

Familiarisation with Road Traffic Regulation Act 1985 and The Functions of the Traffic Wardens Order 1989 would be advantageous, together with a good knowledge of the streets of the Isle of Man.

Job Holder Signature   
 Job Holder Name REGINALD ANDREW WALTERS

for and on behalf of Line Manager Signature   
 (JANET FERRAN, HR)

Line Manager Name .....SGT JOHN KINRADE.....