

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: NATIONAL TRAFFIC MANAGEMENT CENTRE ANALYST

LOCATION: MINISTRY OF WORKS AND TRANSPORT

DIVISION : TRAFFIC MANAGEMENT BRANCH

JOB SUMMARY:

The incumbent is involved in the day-to-day operations of the Centre under the direct supervision of the National Traffic Management Centre Supervisor. Duties include the management of incidents on a mass scale, the monitoring, gathering, processing and disseminating of incident information to the driving public and to the National Traffic Management Centre's stakeholders along with the monitoring of the auxiliary systems.

REPORTS TO:	National Traffic Management Centre Supervisor
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SUPERVISION GIVEN TO:	N/A
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DUTIES AND RESPONSIBILITIES:

- Perform duties as assigned by the National Traffic Management Centre Supervisor.
- Monitor a Traffic Signal Control System, a Corridor Traffic Management System including Vehicle Detection System and Variable Message Sign on a daily basis.
- Maintain communication with the Ministry of National Security and liaise with them when support is needed.
- Liaise with other NTMC Stakeholders; e.g. National Operations Centre, Ministry of National Security, Fire Services Department and Global Medical Response (GMR).
- Gather traffic information through system monitoring and telephone calls.
- Perform real-time traffic management within time constraints and during crisis or other stressful situations.
- Process traffic data and disseminate incident information to emergency responders.
- Perform continuous monitoring of system devices to ensure functionality, reporting faults as necessary to the IT support team.
- Monitor highway traffic conditions via camera and supporting computer programs.
- Disseminate traffic information to the public via Variable Message Signs (VMS).
- Generate reports as required by the National Traffic Management Centre Supervisor.
- Monitor and process all Red Light Enforcement and Spot Speed Enforcement Violations on a daily basis.
- Ensure the operation of all the systems in the advent of the National Traffic Management Centre being used as an Emergency Command Centre.
- Work on a shift schedule and respond on call based on the advent of a mass incident.
- Ability to be on call on a Twenty-Four (24) Hour basis in the advent of a national emergency.

KNOWLEDGE, SKILLS AND ABILITIES**KNOWLEDGE:**

- Knowledge of the Road Traffic laws of Trinidad and Tobago.
- Familiarity with local highways and arterial roads.

SKILLS AND ABILITIES :

- Proficiency in the use of Microsoft Office Suite.
- Ability to manage multiple projects simultaneously.
- Ability to operate technological devices to communicate with traffic responders.
- Must have proven record of reliability and punctuality.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationships.
- Ability to use e-Government technology platforms.
- Ability to work alternate work schedules and be on-call as necessary.
- Full-range of physical mobility, visual acuity and the ability to sit for long periods of time.
- Ability to quickly and effectively analyse complex scenarios and find workable solutions in a rapidly changing work environment.

MINIMUM EXPERIENCE AND TRAINING:

- Training as evidenced by a recognized University Degree in Computer Science or Management.
- Considerable experience in video surveillance and/or incident management.
- Experience in traffic signal management would be an asset.
- Experience in Police/Fire or Transportation dispatch or Call Centre environment will be an asset.