



VILLAGE OF NORRIDGE

4000 North Olcott Avenue • Norridge, Illinois 60706-1199
708/ 453-0800 FAX 708/ 453-9335
www.villageofnorridge.com

October 3, 2022

JOB POSTING:

SEASONAL TRAFFIC CONTROL AIDE

The Village of Norridge is looking to hire up to 3 seasonal Traffic Control Aides.

The Traffic Control Aide is a part-time, non-uniformed position (unarmed) who performs specific assignments (Details), under the direct supervision of the Field Supervisor. Traffic Control Aides exercise no direct supervision of staff. Traffic Control Aides are responsible for traffic control during pre-planned periods or events requiring traffic control.

Examples of Duties:

- Assist in traffic control as assigned by the Field Supervisor.
- Report to work on time and stay at assigned location until the end of the assignment.
- Complete any task specific to the assigned detail.
- Direct traffic using gestures such as arm and hand signals, flashlights with illuminated cone and or whistles.
- Assigned to a group to participate in coordinated traffic control on major streets during holiday seasons.
- Work as a team in groups to direct traffic movement in and out of parking lots and across busy streets.
- Inform communications and/or the Shift Supervisor as soon as practical of any emergency situation, or criminal activity or suspicious activity coming to the attention of the Traffic Control Aide.
- Maintain equipment and uniform in a neat and orderly fashion as well as being properly groomed.

Minimum Requirements:

- Must possess a valid State of Illinois Class D driver's license.
- Must possess a high school diploma or GED.
- Must be 18 years of age or older.

Skills, Knowledge and Abilities:

- Ability to exercise discretion and judgement in making decisions under emergency and stressful conditions.
- Ability to apply problem solving principles to resolve common and unusual problems in situations where only limited guidelines exist.



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- Ability to hear and understand normal conversation speech.
- Ability to read, write and comprehend the English language at a level consistent with the education requirements of the position.
- Ability to speak clearly and with sufficient volume to participate in normal conversation.
- Ability to understand and effectively carry out oral and written instructions.
- Ability to raise, lower and waive arms and hands to direct traffic.
- Ability to establish and maintain effective working relationships with supervisors, peers, and the public.
- Ability to walk, run, climb, crawl, crouch, kneel and twist.
- Ability to work both indoors and outdoors, during all types of temperatures and weather conditions.
- Ability to work in and around vehicular traffic and the ability to stand for long periods of time.
- Ability to concentrate and remain alert in situations which may require working prolonged hours.
- Ability to see binocularly at 20/20 with correction and ability to distinguish colors.
- Ability to deal firmly and courteously with the public.
- Ability to work flexible hours.

PAY RATE: \$17.00 per hour and does not include any health/dental/vision/pension or any other benefits.

Applications may be mailed, hand delivered in person, or placed in the secure Drop Box located at the front of the building:

Village of Norridge
c/o Joanna Skupien/HR
4000 N. Olcott Avenue
Norridge, IL 60706

DEADLINE: Please submit applications by 12:00 PM (noon), Monday, October 17, 2022 to be considered for the first round of review. Applications will continue to be accepted after that time, and interviewing will continue, until the positions are filled.

Posted to Website 10/03/22