

Job Description

Job title	Traffic Control Person (TCP)
Reports to	Area Manager - Traffic Services

Collective Agreement Sections

For specific Collective Agreement job descriptions and classifications, please refer to the corresponding collective agreement section.

Job Purpose

A Traffic Control Person ensures the safety and flow of traffic in work zones. They are responsible for setting up traffic control zones, adjusting work zone equipment, and responding to emergencies and hazards. Their role is vital for the company as it safeguards the safety of workers, the public, and our employees. They also play a critical role in upholding quality, delivery, safety, and responsiveness requirements, ensuring that the company's operations run smoothly and without incidents

Duties and Responsibilities

Traffic Control Setup:

- Sets up traffic control zones and adjusts work zone equipment.
- Gives traffic control directions and signals clearly and precisely so that motorists understand their meaning.

Safety and Compliance:

- Responds to emergencies and hazards.
- Effectively conducts traffic control at worksites within the abilities and experience of the training provided to protect workers, the public, and our employees.
- Ensures traffic control capabilities meet or exceed requirements for quality, delivery, safety, and responsiveness.
- Attends health and safety toolbox/tailgate meetings as required to discuss matters related to the worksite and work to conduct.
- Participates in accident/incident investigations as necessary to ensure compliance with investigative policies and procedures.
- Completes required documentation for due diligence and compliance with acts, regulations, standards, guidelines, policies, and procedures.

Reporting and Communication:

- Effective communication skills with the ability to de-escalate public frustrations.
- When there is no Lane Closure Technician or Traffic Control Supervisor, Reports directly to the client's site supervisor and takes direction from them for traffic control setup and safety for the job site.
- Reports to and takes direction from a Lane Closure Technician (LCT) or traffic control supervisor (TCS) and assists with the setup and tear down of the signs, delineation of equipment, and traffic control procedures, along with other related duties, as required.
- Reports to dispatch manager or health and safety advisor, any health and safety matters, non-compliance issues, or conflicts with any employee or direction from the contractor.
- Reports all injuries, accidents, incidents, and near misses immediately to the health and safety coordinator and complete all required documentation.

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Safety Gear and Equipment:

- Wear all required personal protective equipment (PPE) required by WorkSafeBC regulations, and any additional site specific PPE as required by contractors.
- Uses all required personal traffic control equipment for work in low visibility or night work, such as a flashlight with a red signaling wand.
- Uses proper protocol procedures when using two-way radios and refrains from using profane or vulgar language.

Certification and Training:

- Ensures the BC Traffic Control Person (TCP) certificate is maintained to be current and valid at all times.
- Attends all required training programs, as requested.
- Effectively communicates with dispatch if additional equipment is required when the LCT is not present to do so.
- Must hold physical TCP ticket and hearing ticket all the time during work, unless uploaded into the safety platform Salus, electronic ticket folder etc.

Qualifications

- Valid BC TCP Certification issued by a regulatory body.
- Knowledge and understanding of the WorkSafeBC regulations for Traffic Control, Part 18- Traffic Control.
- Knowledge and understanding of the WCB Act, sections 115-117, General Duties.
- Knowledge and understanding of Traffic Control Plans and the Traffic Management Manual for Work on Roadways developed by the Ministry of Transportation and Infrastructure.
- Knowledge and understanding of the British Columbia Motor Vehicle Act requirements and regulations related to traffic control.

Skills

- Effective communication and de-escalation of public frustrations.
- Proficiency in setting up traffic control zones and adjusting work zone equipment.
- Prompt response to emergencies and hazards.
- Clear and precise traffic control directions and signals.
- Ensuring compliance with quality, safety, and responsiveness standards.
- Active participation in health and safety meetings and incident investigations.
- Accurate completion of required forms and reports.
- Adaptability to changing traffic conditions.

Competencies

- **Ensures Accountability-** Holding self and others accountable to meet commitment.
- **Optimizes Work Processes-** Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement.
- **Collaborates-** Building partnerships and working collaboratively with others to meet shared objectives.
- **Communicates Effectively-** Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.
- **Managing Conflict-** Handling conflict situations effectively, with minimum of noise.
- **Customer Focus-** Building strong customer relationships and delivering customer-centric solutions.
- **Values Differences-** Recognizing the value that different perspectives and cultures bring to an organization.
- **Interpersonal Savvy-** Relating openly and comfortably with diverse groups of people.

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- **Being Resilient-** Rebounding from setbacks and adversity when facing difficult situations.
- **Situational Adaptability-** Adapting approach and demeanor in real time to match the shifting demands of different situations.

Working conditions

- Safety Sensitive Position.
- Requires frequent use of hands for traffic control signals and handling equipment.
- Involves exposure to low visibility or night work conditions, necessitating the use of a flashlight with a red signaling wand.
- Regularly participates in work near moving mechanical parts, heavy equipment, and vehicular traffic in motion.
- Requires standing for extended periods, bending, squatting, kneeling, climbing, and reaching as part of regular job tasks.
- Exposes individuals to various environmental conditions and potentially reasonable noise levels.

Physical requirements

- Regularly lifts and carries objects weighing up to 10 lbs.
- Occasionally lifts and carries objects weighing up to 15 lbs.
- Sustains 8+ hours of standing during the workday.
- Involves repetitive hand movements for traffic control and equipment operation.
- May require occasional sitting for typing or related tasks.
- Daily repetitive use of hands for simple grasping.

The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required for the position.

By signing below, I certify that I have read and understand the responsibilities assigned to this position.

Employee Signature: _____ Date: _____

By signing below, I certify that this job description is an accurate description of the responsibilities assigned to this position.

Manager Signature: _____ Date: _____

HR Manager Signature: _____ Date: _____