

GREATER NEW ORLEANS EXPRESSWAY COMMISSION

JOB DESCRIPTION

POLICE OFFICER

SUMMARY:

Police Officers are responsible for performing a variety of tasks required in the operation of the Greater New Orleans Expressway Commission (“GNOEC”) police department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform the duties of a Peace Officer in multi-parishes in the state of Louisiana.
- Conduct uniformed patrol of the Causeway and/or Huey P. Long bridges and the surrounding areas and make arrests.
- Conduct searches and seizures.
- Execute criminal warrants.
- Provide traffic direction and control.
- Investigate traffic crashes.
- Prevent and detect crimes and enforce traffic laws
- Provide assistance to motorists
- Testify in court
- Assist other local law enforcement agencies

EDUCATION AND EXPERIENCE

High School Diploma/G.E.D. or equivalent desired. P. O. S. T. certification or ability to obtain P.O.S.T. certification within one-year of employment.

KNOWLEDGE, SKILLS, AND ABILITIES:

Language Skills

Ability to write routine reports and correspondence that conform to the GNOEC’s prescribed style and format. Ability to communicate tactfully and effectively with general public and to exchange information with agency and non-agency personnel.

Mathematical Skills

Ability to work with mathematical concepts normal and usual to general business applications. Ability to apply concepts such as fractions, rate, ratios, proportions, percentages, basic geometry, trigonometry and algebra.

Computer Skills

Ability to operate complex machines including personal computers with an average level of proficiency.

Reasoning Skills

Ability to read, analyze and interpret a variety of reports furnished in written, oral, diagram, or schedule form such as policy and procedure manuals, safety rules, graphs, and operation and

maintenance instructions. Ability to define and resolve problems as they arise, collect data, establish facts, draw valid conclusions and make rapid decisions. Ability to follow instructions.

Physical Skills

To successfully perform the essential functions of this job, the following physical demands are representative of those that must be met. The employee is regularly required to sit; to use hands to finger, handle, push and/or pull objects, tools or controls; reach with hands and arms; communicate via radios; and lift and/or move objects weighing up to 25 pounds. The employee is occasionally required to stand; walk; climb or balance; and lift and/or move up to 50 pounds. The employee must be able to handle multiple tasks at once, as well as multiple or conflicting demands, time pressures, deadlines, or emergencies. The employee must be able to speak in a clear, concise voice; to hear; to taste or smell; to observe objects peripherally and at close and far distances; to detect color and depth; to adjust focus; and to be alert at all times

Other Skills and Abilities

Ability to work independently with minimal supervision. Ability to operate a motor vehicle. Ability to work under stressful, emotional and hazardous situations and perform basic emergency response procedures. Ability to deal with the public and co-workers in a courteous and tactful manner and to establish and maintain effective working relationships with others. Ability to organize and maintain accurate records. The ability to know your location in relation to the environment or to know where other objects are in relation to you.

SPECIAL REQUIREMENTS:

The employee is a First Responder and as such is assigned a take-home vehicle. The employee is required to monitor the Causeway radio and be available for 24-hour call, 7 days a week to handle any problems that may arise due to police emergencies, bridge closings, accidents, equipment failures, fog, hurricanes and other weather-related issues. The GNOEC vehicle is equipped with lights, radios, fire extinguishers, life rings, rope ladders, first aid kits, specialized tools, rescue and special equipment to assist motorists, provide safe travel across the Causeway and Huey P. Long bridges and reduce response time in reaching a motorist in distress.

The employee must be of good moral character; be a United States Citizen; and be at least 21 years of age. The employee must be willing to work shifts, weekends, holidays, and hours other than on regular shifts and in all types of weather. The employee must have the ability to complete an initial on-the-job training program and six-month probationary period; and to pass an extensive background check, pre-employment physical, drug screen, and psychological exam. The member must possess a valid Louisiana State driver's license. The employee must possess a telephone in residence to receive emergency on-call duty messages.

WORKING CONDITIONS

The noise level in the work environment is usually loud. While performing the duties of this job, work is performed for sustained periods outdoors in weather conditions that may include extreme temperatures, heavy rain or humidity, fog or other catastrophic weather. Work exposes employee to conditions such as fumes, noxious odors, dusts, mists and gases, and bodily fluids. Work exposes employee to hazardous equipment and contaminants. Work exposes employee to diseases and infections and frequently to possible bodily injury from moving traffic. Work requires use of specialized protective or safety attire, such as bulletproof vests.

This description lists the major duties and requirements of the job and is not all-inclusive. Employee may be expected to perform job-related duties other than those contained in this document.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.