



Job Opportunity: Civilian Traffic Control Agent

Employer: Harvard Police Department

Position: Civilian Traffic Control Agent (Civilian Position, no Police Powers)

Summary: The Harvard Police Department is seeking dedicated individuals to fill the role of Civilian Traffic Control Agent. In this civilian position, you will play a crucial role in assisting with traffic direction at designated town detail sites within the Town of Harvard, MA. While this position does not entail police powers, it serves as vital support when Police or Reserves are unavailable. This is a non-union, non-benefitted position with flexible hours, and appointments are made on a fiscal year basis, ending on June 30th each year.

Supervisory Responsibility: None

Minimum Requirements:

Physical fitness: Candidates must undergo a physical examination and provide a doctor's letter affirming their capability to perform the job's duties.

CPR and First Aid (or higher) certification.

Valid driver's license; ability to operate Town-owned vehicles may be required.

CORI and background screening.

Maintenance of all necessary training during the appointment.

Compliance with any future state-required training, licenses, or qualifications, at no cost to the Town.

All training to be completed on the candidate's own time without compensation from the Town.

Residency within 20 miles of Harvard, MA.

Physical Requirements:

Ability to stand or sit for prolonged periods, including over 4-hour increments.

Outdoor work in various weather conditions.

Uniforms and Equipment: Candidates must provide and maintain their own equipment, including vests, authorized flashlights, and cones, and replace any worn or damaged equipment as needed.

Note: This job description serves as a guide for personnel actions and may be subject to change by the employer to align with evolving needs and job requirements. It does not constitute an employment agreement between the employer and employee.

If you are a physically fit and dedicated individual who is committed to supporting traffic control and safety within the Harvard community, we encourage you to apply for this important civilian role. Join our team and play a vital part in ensuring the safety and well-being of our community members.

Candidates will need to complete and pass all phases of the selection process including interviews, extensive background investigation and medical examination. Due to the anticipated large number of applications, only those candidates moving forward in the process will be contacted.

A resume and cover letter should be submitted electronically by e-mail only to Chief James Babu at jbabu@harvard-ma.gov by December 30th, 2023 at 12:00 PM.