

JOB DESCRIPTION

JOB TITLE: Traffic Officer: Abnormal Load Escort
NUMBER OF POSTS: 3
DEPARTMENT: Community Services
SECTION: Traffic and Law Enforcement
TASK GRADE: Recommended: TASK Grade 9 (Benchmarked for Project)
OCCUPATIONAL CATEGORY: Law Enforcement and Compliance

JOB PURPOSE:

To ensure the safe, lawful, and efficient escort of abnormal load vehicles, such as those transporting wind farm equipment, through professional traffic control, pre-route inspections, stakeholder coordination, and law enforcement duties. The incumbent is responsible for minimising public risk, ensuring compliance with permit conditions, and facilitating smooth traffic flow during abnormal transport movements in line with the National Road Traffic Act and relevant municipal policies.

KEY PERFORMANCE AREAS AND RESPONSIBILITIES

1. PROVIDE A COMPETENT AND SAFE ABNORMAL LOAD ESCORT SERVICE:

- Driving a marked traffic escort vehicle as lead or rear unit to manage road space during abnormal load transport in compliance with permit conditions.
- Using flashing lights, audible signals, and visual road signs to warn and regulate surrounding traffic during convoy operations.
- Maintaining correct following distances, communication with other escort units, and regulating convoy speed based on road conditions and load type.
- Monitoring and adjusting traffic flow at intersections, tight bends, and narrow road segments to ensure safe convoy movement.
- Assisting in post-escort debriefs to record issues, delays, or incidents that occurred during movement.
Frequency: Per abnormal load movement (typically 3–5 times per week).

In order to ensure that abnormal load vehicles are safely and professionally escorted on public roads with minimal disruption and zero safety incidents.

2. CONDUCT PRE-ROUTE SAFETY INSPECTIONS TO IDENTIFY RISKS AND HAZARDS:

- Inspecting and assessing designated transport routes ahead of abnormal load movements to identify obstructions, poor road conditions, or structural limitations.
- Reporting obstacles such as potholes, low-hanging cables, signage, or bridge height restrictions to supervisors or the Roads Department.
- Recommending alternative routing where safety or access limitations exist.
- Ensuring all escort-related requirements (e.g. signage, pilot car spacing, turn clearance) are verified prior to convoy day.
Frequency: Before each approved abnormal load escort operation.

In order to ensure convoy routes are clear, legally compliant, and safe for the passage of abnormal vehicles.

3. ENFORCE ROAD TRAFFIC REGULATIONS AND CONVOY SAFETY STANDARDS:

- Monitoring compliance with the National Road Traffic Act and escort permit stipulations throughout the convoy.
- Managing unlawful interference from public motorists, issuing warnings, and where required, instituting enforcement action.
- Ensuring convoy formation remains intact and that no unauthorised vehicles or road users pose danger to the convoy.
- Providing lawful direction at intersections and stop points.

- Recording any infractions and completing enforcement documentation when applicable.
Frequency: During each convoy operation.

In order to uphold traffic laws, maintain public order, and safeguard the abnormal load convoy and surrounding road users.

4. COORDINATE WITH STAKEHOLDERS TO ENSURE SMOOTH CONVOY EXECUTION:

- Liaising with SAPS, logistics providers, provincial traffic, and internal Roads/Engineering teams regarding route planning and convoy timing.
- Participating in pre-escort briefings to confirm routes, timing, communication protocols, and emergency contingencies.
- Providing accurate updates during convoy movements via radio or mobile channels to stakeholders and control centres.
- Responding to real-time logistical challenges by liaising with stakeholders to implement rerouting or delay protocols.
Frequency: Before and during each escort movement.

In order to ensure abnormal load movements are efficiently coordinated and supported by all relevant stakeholders.

5. MONITOR AND MAINTAIN ESCORT VEHICLE AND EQUIPMENT READINESS:

- Inspecting vehicle roadworthiness including tyre pressure, brakes, warning lights, sirens, and emergency gear before each deployment.
- Ensuring the presence and functionality of safety cones, directional signage, reflective vests, radios, and first aid kits.
- Reporting vehicle defects for repair and ensuring timely readiness for next operation.
- Completing daily pre-trip checklists and logging vehicle use.
Frequency: Daily and before each escort operation.

In order to ensure operational readiness and reduce the risk of mechanical or equipment failure during critical escort duties.

6. PREPARE AND SUBMIT REPORTS AND DOCUMENTATION POST-ESCORT:

- Compiling escort reports indicating start and end times, incidents, delays, road conditions, and compliance with convoy plans.
- Submitting enforcement reports if traffic laws were violated during escort.
- Updating route inspection records and daily logs for municipal records.
- Assisting in follow-up reporting for incidents or insurance claims when required.
Frequency: After each abnormal load movement; reports due within 24 hours.

In order to ensure accurate, lawful documentation and enable performance tracking and continuous improvement of abnormal load escort operations.

7. RESPOND TO EMERGENCY INCIDENTS DURING ESCORT OPERATIONS:

- Acting swiftly in cases of breakdowns, collisions, or public safety threats.
- Redirecting traffic, securing the scene, and alerting emergency services.
- Providing basic first aid if necessary until professional responders arrive.
- Documenting the event and assisting with post-incident investigations.
Frequency: As required during escort; situational and ad hoc.

In order to minimise harm, preserve safety, and maintain control in the event of unexpected emergencies on route.

MINIMUM REQUIREMENTS (As per Municipal Staff Regulations):

- NQF Level 4 (Grade 12 or equivalent)
 - Traffic Officer Diploma
 - Valid Code EB driver's license
 - At least 2 to 5 years relevant experience as a Traffic Officer
 - Experience escorting abnormal vehicles
 - No criminal record (Police clearance)
 - Medically fit (fitness certificate may be required)
 - Firearm competency
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REQUIRED COMPETENCIES (Annexure A of Municipal Staff Regulations):**Functional Competencies:**

- Knowledge of the National Road Traffic Act, 1996
- Knowledge of abnormal load regulations and permits
- Use of communication equipment
- Law enforcement techniques and fine issuing
- Public safety and convoy control principles
- Report writing and documentation
- Emergency response and basic first aid
- Escort vehicle inspection and maintenance

Personal Competencies:

- Integrity and discipline
- Situational awareness
- Stress resilience and emotional control
- Assertiveness and conflict de-escalation
- Verbal communication and radio command
- Accuracy in reporting

Managerial/Leadership (If applicable):

- Coordination and convoy planning
 - Field leadership
 - Quick decision-making
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WORKING CONDITIONS:

- Outdoor environment, exposed to varying weather
 - Irregular working hours, including early mornings, nights, weekends
 - Standby and emergency response availability required
 - High-pressure, risk-sensitive conditions (live traffic, large loads)
 - Physical exertion, including standing, walking, and quick movement
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AUTHORITY OF THE POST:

- Lawful authority to enforce road traffic regulations
 - Authority to stop and redirect vehicles
 - Issue traffic fines and warnings
 - Approve and initiate convoy movement (within SOP)
 - Authority to initiate emergency response coordination
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SPECIAL CONDITIONS ATTACHED TO THE POST:

- Must wear full official traffic uniform at all times while on duty
- May be required to undergo fitness, psychological or competency assessments
- Must be available for call-outs, standby duties, and extended escort operations
- Subject to regular vehicle and operational audits
- May be deployed temporarily to other traffic operations as required by the department

PERFORM ANY OTHER DUTY AS INSTRUCTED BY THE IMMEDIATE SUPERVISOR.

Approval:

Municipal Manager: _____ Signature: _____ Date: _____

Director: _____ Signature: _____ Date: _____

Immediate Supervisor: _____ Signature: _____ Date: _____

Incumbent: _____ Signature: _____ Date: _____

Incumbent: _____ Signature: _____ Date: _____

Incumbent: _____ Signature: _____ Date: _____