

## CITY OF CORAL SPRINGS Classification Description

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**CLASSIFICATION TITLE:** Traffic Accident Investigator  
**FUNCTIONAL AREA:** Police Department

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### **WORK OBJECTIVE:**

Under general direction, the purpose of the position is to investigate traffic accidents involving damage to vehicles to accident fatalities. Employees in this classification functions at journey staff level, and may be responsible for inspecting and weighing commercial vehicles to enforce all weight, safety and hazardous material transport laws and regulations applicable to commercial transportation. Work includes investigating non-criminal activities and reports ensuring Law Enforcement Officer availability for criminal investigations.

### **ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Investigates and prepares reports for all degrees of traffic accidents, e.g., minor vehicular damage; driver, passenger and pedestrian injury and/or fatality.
- Controls crash scene and investigation to preserve evidence and establish reasonable public safety.
- Interviews witnesses and records depositions.
- Analyzes physical evidence, e.g., observation, touch, smell, application of mathematical concepts and equations; collects and catalogs evidence for investigations and court evidence.
- Prepares and completes crash reports, drawings of crash vehicles and personal property involved.
- Inspects and weighs commercial vehicles to enforce all safety laws and regulations; issues violations for lack of compliance and records all citations; collects, records and submits fines for overweight vehicles; prepares and submits quarterly report.
- Performs safety inspections on commercial vehicles to enforce compliance with Federal Motor Carrier Safety regulations Chapter 49 CFR; examines all documentation for commercial vehicles transporting hazardous materials; verifies all oversized permits issued by the State of Florida for commercial vehicles; enforces Federal "out of service" criteria for commercial vehicles.
- Maintains active communication with the Department of Transportation Motor Carrier Unit for dissemination of information; attends seminars and meetings regarding commercial vehicles and transportation.
- Investigates Felony, Misdemeanor and Non-Criminal activities, e.g., Grand Theft Auto; Grand Theft and Petit Theft; Fraud/Embezzlement; Criminal Mischief; Leaving the Scene of a Traffic Accident; Missing Persons; Runaways; Traffic Complaints; Property Damage.
- Presents testimony and depositions of investigations in County, State and Federal courts.

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- Assists Fire-rescue personnel; provides emergency medical assistance to injured persons at crash scene, e.g., CPR, Advance First-Aid techniques.

### **MINIMUM QUALIFICATIONS:**

#### **Education / Certifications / Experience –**

High School Diploma or GED; Must have successfully completed and possess State of Florida Traffic Crash Certification, First Responder Certification, Traffic Control Certification, Parking Enforcement Certification, Commercial Vehicle Certification; or an equivalent combination of education, training, and experience. Must meet all requirements as prescribed in the current Police Policy and Procedures Manual.

#### **Knowledge, Skills, & Abilities –**

Considerable knowledge of current principles and practices of traffic accident investigations, governing laws, ordinances, policies and procedures.

Considerable knowledge of pre-established City, County and State policies and procedures applicable to the work.

Ability to understand and follow written and oral instructions.

Ability to clearly communicate information both verbally and in writing.

Ability to deal diplomatically with irate, violent or frantic individuals; ability to react quickly and calmly in emergency situations.

Ability to analytically observe, and objectively and clearly report routine and non-routine, emergency and non-emergency activities.

Ability to read, update and maintain various records and files.

Ability to operate basic office equipment.

Ability to access, operate and maintain various software applications.

Ability to establish and maintain effective working relationships with departmental staff, supervisors and the general public.

Ability to operate an automatic and standard transmission vehicle.

Skill in safe First Aid methods, procedures and practices.

### **PHYSICAL REQUIREMENTS:**

Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of reaching or bending, and that may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

### **ENVIRONMENTAL REQUIREMENTS:**

Some work is performed in usual office conditions with rare exposure to disagreeable environmental factors, e.g., dust, cleaning chemicals/fumes, mild temperature variations.

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Some tasks are performed in outdoor environments. Due to the nature and non-specific location of the work environment, tasks include potential for intermittent exposure to disagreeable elements, e.g., heat, humidity, inclement weather. Some tasks include working in and around moving vehicles and associated vehicle/equipment areas, where heightened awareness to surroundings and observance of established safety precautions is essential in avoidance of injury or accidents.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.