Job Description
CROSSING GUARD

Department: Police Department
Civil Service Status: Unclassified
Employment Status: Seasonal/Part time
Reports To: Officer in charge
Working Hours: Variable

SUMMARY

The Crossing Guard oversees the safe and efficient crossing of school children at marked intersections during school opening and closing hours. The Crossing Guard works approximately three (3) hours per day, split between morning and afternoon shifts. The position is part-time and operates nine (9) months a year (schedule follows school calendar).

MINIMUM QUALIFICATIONS

- Must be at least 18 years of age
- High school graduate or equivalent
- Must possess keen sense of observation and be able to react quickly
- Able to stand for up to 1-2 hours in all weather conditions
- Must have transportation to the work site
- Must possess general knowledge of traffic laws

ESSENTIAL FUNCTIONS

- Guards street crossings during hours when children normally are going to or coming from school
- Directs actions of children and traffic at street intersections to ensure safe crossing
- Escorts children across streets
- Reports hazardous conditions to supervisors
- Performs other duties as assigned

EQUIPMENT USED

Reflective vest, hand-held paddle sign, whistle

PHYSICAL DEMANDS AND WORK CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:
- Walk, sit, talk, hear, use hands and fingers to handle, feel or operate objects, tools or controls, use legs and arms
- Occasionally required to climb or balance; bend over, stoop, kneel, crouch or crawl
- Occasionally may lift and/or move 20 pounds or more
• Specific vision abilities include close vision, distance vision, peripheral vision, color vision and the ability to adjust focus

The work environment described herein is representative of those an employee encounters while performing the essential functions of this job:
• Work is performed outdoors while exposed to dampness, fumes, odors, dust, dirt, rain, heat and/or chemicals; the employee may frequently be exposed to wet, dry, hot, cold and humid conditions as well as fumes or airborne particles
• Noise level in the work environment may vary

Job Description Approval:

[Signature]
Mayor Kevin Corcoran

June 23, 2023
Date