



## **SCHOOL CROSSING GUARD**

**Department: Parks & Recreation**

**Pay Grade: 101**

**Position Category: P29 Seasonal**

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodation may be provided to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not explicitly spelled out in the job description, but which may be reasonably considered to be incidental to the performance of their duties, just as though they were written out in this job description.*

### **JOB SUMMARY**

Provides assistance to children and other pedestrians crossing the street, maintains children's safety in traffic, and directs or expedites the flow of traffic at a crossing.

### **ESSENTIAL JOB FUNCTIONS (examples, not all-inclusive)**

*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.*

An employee in this position may be called upon to do any or all of the following essential duties:

- Enforce traffic ordinances at a school crossing zone as prescribed by law.
- Escort children across the street to school.
- Record names of operators and license numbers of vehicles violating traffic regulations at a school crosswalk and report violators to the Police Department or School security.
- Always comply with the school safety and security protocol.
- Perform other job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

- High school diploma or equivalent.
- Municipal ordinances regulating the movement of traffic at a school crosswalk.

- Rules and regulations of the Department.
- Physical and social characteristics of the city.
- Strong written and oral communications and relational skills.
- Public relations and customer service.
- Follow and relay oral and written instructions, policies, and procedures.
- Work with children and instruct them on the need to cross streets safely.
- Enforce laws and ordinances relating to the area of work firmly and impartially.
- Deal courteously and fairly with the public.
- Works in various weather conditions with exposure to noise, dust, fumes, or with moving objects or vehicles.
- Ability to exercise sound judgment and make rapid decisions relating to speed and distance of multiple vehicles, traffic signal cycles, and pedestrian traffic.
- Knowledge of traffic regulations regarding school and pedestrian crossings.
- Knowledge of traffic control devices and hand control signals used in directing traffic.
- Skill in interacting with the public, especially children.

### **PHYSICAL/MENTAL DEMANDS**

- Must be able to work specific hours in the morning and afternoon.
- Hear and see at normal range or with accommodation.
- Required to stand for long periods, walk at a moderate/fast pace, step up/down 4–5-inch street curbs, bend/squat, and have manual dexterity necessary to operate equipment.
- Working conditions are outdoors with exposure to the elements, fumes, and/or outdoor particles.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction.
- Ability to receive detailed information through oral communication, and to make sound discriminations.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods.
- Oral Communication: Expressing or exchanging ideas employing the spoken word, including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Must speak, read, and write English.
- Visual Acuity: Have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.

- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

### **WORKING CONDITIONS**

Tasks are regularly performed outside, with potential exposure to adverse conditions, including dirt, dust, pollen, odors, fumes, poor ventilation, wetness, humidity, rain, extreme temperatures, noise, and vibrations from extreme machinery or moving vehicles, as well as animals/wildlife.