

## Crossing Guard

Department: Public Works                      Classification: Part-time  
FLSA Designation: Non-exempt  
Salary Range: \$12.50 - \$16.00 per hour (one hour morning, one hour afternoon)

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### REPORTING RELATIONSHIPS

Position Reports to: Public Works Director

Positions Supervised: None

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### DISTINGUISHING FEATURES OF THE POSITION

The crossing guard serves at the pleasure of the Public Works Director under the general supervision of the Mayor. This position is responsible for the safety of the pedestrians in the school cross walks before and after school.

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### FUNCTIONS & DUTIES

As Crossing Guard, this position will be responsible to:

- Help the children and pedestrians cross completely across the street in a safe manner.
- Educates children and pedestrians as needed to assure safe crossings.
- At appropriate times, turn on school crossing signs (if applicable) and put cone in crosswalk.
- Report to Public Works Director any concerns or problems with the school crossing sign, street, curb, sidewalk and crosswalk.
- Report any pertinent information and/or concerns about the children safety to school personnel.
- Work closely with other crossing guards, school personnel and public safety personnel.
- Attend training when necessary.
- Other duties as assigned.

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### QUALIFICATIONS

#### EDUCATION / CERTIFICATION:

- High School Diploma or GED required.

**REQUIRED KNOWLEDGE:**

- Knowledge of correct principles of safe street crossing.
- Knowledge of City's codes, policies, and procedures.

**EXPERIENCE REQUIRED:**

- Must demonstrate sufficient experience to demonstrate a working knowledge of practices and procedures associated with the above duties.

**SKILLS / ABILITIES:**

- Skill in communicating effectively.
- Ability to lift up to 25 lbs.
- Skill in working effectively and comfortably with other people.
- Must be able to pass a pre-employment drug screening test.
- Must be able to pass a background check.
- Requires moderate independent decision making/interpretation within duties of daily operations within a functional area.

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**WORKING CONDITIONS:**

- Working conditions may vary.
- Regularly works outdoors, sometimes in extreme weather, and in hazardous or potentially hazardous conditions.