



Job Description

Job Title: Crossing Guard
Department: Police Department
Reports to: Assigned Supervisor

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

SUMMARY:

The crossing guard has the responsibility of utilizing safe gaps in traffic to assist students in crossing the street safely. The crossing guard works during the school term in assigned areas and could require performance in adverse weather conditions. The job requires one to become familiar with local traffic regulations, especially regulations pertaining to the motorist, bicyclist and pedestrian responsibilities in relation to school crossings, parking, and yielding rights-of-way. Requires one to be familiar with the school zone signage and pavement markings around the school area. Receives a review of the proper procedures and techniques yearly.

ESSENTIAL DUTIES AND RESPONSIBILITIES The following are not to be construed as an exclusive or all-inclusive listing of skills and abilities required to perform the job. Management may delegate other responsibilities as required.

- Ability to communicate effectively verbally and in writing.
- Ability to stand for the duration of each shift (up to an hour) while at an assigned crossing.
- Ability to remain aware of and alert to a variety of environmental factors such as moving vehicles and weather.
- Ability to exercise good judgment and make rapid decisions relating to speed and distance of multiple vehicles, traffic signal cycles, and pedestrian traffic.
- Knowledge of traffic regulations pertaining to 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.

****The City reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment.**

SUPERVISORY RESPONSIBILITIES: *NONE*

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

- Valid Florida Driver's License
- Must pass the School Crossing Guard Training Program once hired.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS QUALIFICATIONS:

- Average intelligence
- Good physical condition, including sight, hearing, and ability to move and maneuver quickly in order to avoid danger from errant vehicles
- Ability to control a STOP paddle effectively to provide approaching road users with a clear, fully direct view of the paddle's STOP message during the entire crossing movement
- Ability to communicate specific instructions clearly, firmly, and courteously
- Ability to recognize potentially dangerous traffic situations and warn and manage students in sufficient time to avoid injury;
- Mental alertness
- Neat appearance
- Good character
- Dependability
- An overall sense of responsibility for the safety of students
- Be at least 18 years of age

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is frequently required to stand; walk; use hands and fingers or handle; reach and motion with hands and arms; step up and down curbs; blow a whistle, and talk or hear and visually observe vehicle and pedestrian traffic activity. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, color vision, and ability to adjust focus.

DATA CONCEPTION: *How to use and understand the usage of electronic devices.* NONE

INTERPERSONAL COMMUNICATION: *The communication between two persons. It is the process of developing a unique relationship with another individual by interaction and simultaneously sharing influence.*

- Ability to communicate specific instructions clearly, firmly, and courteously

LANGUAGE ABILITY: *To be able to write and speak with proper grammar and clarity in content.*

REASONING ABILITY: *Process of forming conclusions, judgments, or inferences from facts or premises.*

Ability to recognize potentially dangerous traffic situations and warn and manage students in sufficient time to avoid injury

MOTOR COORDINATION: *Motor coordination can occur between subsequent parts of the same movement and movements*

Ability to control a STOP paddle effectively to provide approaching road users with a clear, fully direct view of the paddle's STOP message during the entire crossing movement;

INTERPERSONAL TEMPERAMENT: *The aspects of an individual's personality.*

Requires the ability to interact with people (i.e. staff, supervisors, general public and elected officials) beyond giving and receiving instructions.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

Outside work, must be able to work in adverse weather conditions.

CERTIFICATES, LICENSES, REGISTRATIONS:

Florida School Crossing Guard Certificate

SAFETY: *The condition of being protected from or unlikely to cause danger, risk, or injury.*

Gloves, safety vest, whistle, crossing guard signs, and all other related equipment.

CAREER DEVELOPMENT:

Continuing Education (job-related coursework at post-secondary institutions, continuing education credits/CEU)

Training (Either as participant or trainer)

Involvement in relevant professional or technical associations

Employee Acknowledgement

Date

JOB DESCRIPTION

Name (print): _____

Supervisor: _____

Job Title: School Crossing Guards

Essential Job Functions: The crossing guard has the responsibility of utilizing safe gaps in traffic to assist students in crossing the street safely. The crossing guard works during the school term in assigned areas and could require performance in adverse weather conditions.

Positional Tolerances:					
	Never	Occasional 1-33%	Frequent 34-66%	Constant 67-100%	Comments
Sitting					
Standing				x	
Walking				x	
Stair Climbing		x			
Ladder Climbing	x				
Repetitive Bending	x				
Sustained Bending	x				
Overhead Reach			x		
Sustained Reach			x		
Repetitive Reach		x			
Squat	x				
Crouch	x				
Crawl	x				
Kneel	x				
Twist			x		
Push/Pull	x				
Balancing	x				

Circle applicable PDC level of work: SED **LIGHT** MEDIUM HEAVY V-HEAVY

Other Required Tolerances not listed above: Must be able to work in the elements: Rain, Cold, and Warm Weather.

MATERIALS HANDLING				
	Occasional	Frequent	Constant	List Items
Lift	lbs	10lbs	lbs	Stop Paddle
Carry	lbs	10lbs	lbs	Stop Paddle
Push	0lbs	lbs	lbs	
Pull	0lbs	lbs	lbs	

Comments: _____

Doctor Name

Employee Signature

Date

Doctor Signature

Date