



School Crossing Guard

Police Department

PD/17

JOB SUMMARY

This is a part-time and seasonal position that regulates the flow of traffic in school zones and assists in the crossing of school children in these areas.

MAJOR DUTIES

- Assists in directing vehicular and pedestrian traffic at school crossings or assigned locations.
- Directs traffic at special events such as ballgames and parades as may be required.
- Assists in enforcement of applicable traffic laws.
- Obtains make, model, and tag number of vehicle's violating traffic laws.
- Maintains equipment used in the effective performance of job duties.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of, or the ability to learn, applicable traffic laws.
- Skilled in oral and written communication with the ability to read and write.
- Skilled in the provision of customer services.

SUPERVISORY CONTROLS

The Administrative Coordinator assigns work in terms of general instructions and guidance. The supervisor checks work for compliance with procedures and propriety of the final results.

GUIDELINES

Guidelines include city and department policies and procedures. These guidelines are generally clear and specific.

COMPLEXITY/SCOPE OF WORK

- The work consists of related non-technical service duties. Frequent interruptions from oncoming vehicular and pedestrian traffic will contribute to the complexity of the position.
- The purpose of this position is to safely direct vehicle and pedestrian traffic. Successful performance contributes to the efficiency and effectiveness of department operations.

CONTACTS

- Contacts are typically with co-workers, other city employees, representatives of other law enforcement agencies, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed outdoors and standing. The employee occasionally lifts light objects.
- The employee will be exposed to inclement weather including heat, cold, and rain. The employee will be exposed to moving traffic and machinery, dust and exhaust fumes, pollen, insects and noise. Equipment used may include hi-visibility vests and gloves, foul weather gear, traffic wand and whistle.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations.
- Ability to understand the basic principles relevant to the major duties of the position.
- Ability to work split-shifts in the morning and afternoon.
- Ability to work additional hours for special events if required.
- Must be dependable and punctual.