

SENIOR CROSSING GUARD
PART TIME, TEMPORARY

DEFINITION

To perform duties related to escorting children across roadway intersections.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory staff.

May exercise technical and functional supervision over assigned Crossing Guard staff.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.

Participate in evaluating the activities of staff, recommending improvements and modifications.

Participate in crossing guard training on aspects of assigned duties, equipment use, and safety; work with employees to correct deficiencies.

Maintain and prepare records and reports including work schedules.

Escort children across designated intersections.

Observe and report traffic violations.

Promote and enforce safety procedures; survey designated area for potential hazards to the children's health and welfare.

Direct traffic in emergency situations.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

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Current traffic and safety rules.

Principles and practices of lead supervision, training and performance evaluation, including safety practices and related record-keeping.

Practices and methods of public relations and customer service; techniques and principles of effective interpersonal communication.

Principles and practices of safety management.

Report writing techniques.

Ability to:

Act as lead worker and perform advanced journey level activities related to school crossing guards.

On a continuous basis, know and understand operations and observe safety rules; walk while pushing drum with equipment; walk and pick up cones; stand and wait for children to arrive; blow whistle to stop traffic; motion with hand for kids to cross street; use voice to tell children to cross the street and to promote safety; use eyes to watch for traffic; judge distances of cars; identify sounds including the arrival of children and/or vehicles; intermittently interpret policies and procedures, and explain operations and problem solve issues for the public and with children.

Intermittently, lift or carry weight of 15 pounds or less.

Understand and translate City policies and practices into everyday working practices; make sound decisions with solid problem solving methods.

Understand and carry out written and oral directions.

Maintain accurate and up-to-date records.

Deal tactfully with the public.

Work outdoors in a variety of weather conditions.

Communicate effectively and concisely, both orally and in writing.

Learn to identify problems regarding the program; refer difficult problems/irregularities for more advanced attention and recommend possible solutions.

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Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

None required.

Training:

Education that ensures the ability to read and write at a level necessary for successful job performance.

License or Certificate

Possession of, or ability to obtain, a valid California driver's license.

Necessary Special Requirement

Must be 18 years of age or older.

06-28-14

07-23-09

07-28-03 Senior Crossing Guard

10-16-00

10-30-73

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