



Crossing Guard *

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| Salary: | \$11.20 | Opening Date: | 1/1/2018 |
| Status: | Part-time | Closing Date: | Open until filled |
| Work Hours: | See "Special Notices" | Department: | Police |
| Work Location: | South Jordan City Police Department | Supervisor: | Police Sergeant |

Special Notes: *Work Hours: M-F morning shift (45 min.) and afternoon shift (45 min.)
*Current need is to fill substitute crossing guard positions. Department will begin reviewing applications as they come in.
Recruitment may be closed at any time after the positions have been filled.*

THE PURPOSE

Prepare crossing zone, and assist children in crossing streets safely while school is in session.

MINIMUM QUALIFICATIONS

- Must be at least 16 years or older

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of current Utah traffic laws; emergency procedures; basic safety rules and traffic control hazards.
- Moderate responsibility for the care, condition and use of materials, equipment, and tools; great responsibility for the use and discretion and independent judgment in the safe crossing of children.
- Ability to communicate effectively both verbally and in writing using proper grammar and spelling; ability to follow written and verbal instructions; ability to work effectively with children, parents and school employees.
- Ability to stand and walk; handle exposure to noise, outdoors, weather conditions, traffic, and mechanical hazards.
- Ability to work with Police Department personnel and the general public.
- Attend and demonstrate an understanding of State mandated crossing guard training program

BENEFITS

- Fitness Center Membership IF a regular crossing guard but not a substitute.

NOTE: Interested candidates must complete and submit a South Jordan City application and current resume to Human Resources through the website at https://munisselfservice.southjordanutah.gov/MSS/employmentopportunities/default.aspx?_ga=1.195670636.117129930.1434124430. A complete list of essential functions and minimum requirements of this position may be viewed on the job description, which is also located at the above-mentioned website. To request accommodation under Americans with Disability Act please contact the City's EEO Program Manager at 801-254-3742 ext. 1852.

It is the policy of the City of South Jordan to provide equal employment opportunity in City government for all persons; to prohibit discrimination in employment on the basis of race, color, sex, national origin, religion, age, marital status, pregnancy, genetics, or disability

South Jordan City

Job Description

Title: Crossing Guard
Org Code: 100600
Pay Grade: S-8

Effective Date: 4/4/18
FLSA: Non Exempt
Workers Comp: Municipal

This is an “at-will” position. The employee or the City may end the employment relationship at any time, with or without cause or explanation.

GENERAL PURPOSE

Prepare crossing zone, and assist children in crossing streets safely while school is in session.

SUPERVISOR

Police Sergeant

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee’s manager.

Job attendance is required, except for authorized leave.

Work an assigned post at a school crossing where children cross on their way to and from school.

Prepare school crossing zone by placing warning cones in the street to ensure safety at school crossing.

Inspect all crossing signage and street conditions for damage and notify proper authorities so the problem can be addressed immediately.

Observe road traffic to determine best timing for road crossing; admit children into designated crossing locations; escort and assist children and pedestrians as needed to ensure safe crossing.

Monitor behavior of children and educate children regarding traffic safety procedures.

Report crossing violations to assigned supervisor.

Notify assigned supervisor of issues from children, parents, or school administrators.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Must be at least 16 years or older

2. Knowledge, Skills and Abilities:

Knowledge of current Utah traffic laws; emergency procedures; basic safety rules and traffic control hazards.

Moderate responsibility for the care, condition and use of materials, equipment, and tools; great responsibility for the use and discretion and independent judgment in the safe crossing of children.

Ability to communicate effectively both verbally and in writing using proper grammar and spelling; ability to follow written and verbal instructions; ability to work effectively with children, parents and school employees.

Ability to stand and walk; handle exposure to noise, outdoors, weather conditions, traffic, and mechanical hazards.

Ability to work with Police Department personnel and the general public.

Attend and demonstrate an understanding of State mandated crossing guard training program.

3. Working Conditions:

Regular and prompt attendance is essential; mental effort is required daily, job is performed outside and is subject to exposure of the elements: heat, cold, and wet conditions; job involves standing and walking for long periods of time; constant seeing and hearing are required to fulfill the responsibilities; job is subject to exposure to environmental and/or physical hazards.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

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|-------------------|---------------------------------|------------------------|---------------------|
| Job Class: | 9030/Municipal Part Time | EEO-4 Class: | PS Worker |
| Location: | Police | EEOP Class: | PS non-sworn |
| Group/BU: | Part Time Pay Plan | Tech-Net Match: | |