

South Jordan City

Job Description

Title: Lead Crossing Guard
Org Code: 100600
Pay Grade: 8

Effective Date: 4/8/18
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

Assist in coordination of the crossing guard program under direction of the Special Services Division of the Police Department. 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.

Participate in the hiring of crossing guards, including rating applications, conducting interviews and checking references.

Train and mentor crossing guards on equipment usage, job duties, and processes.

Ensure each guard and substitute is properly equipped, request new or replacement equipment when needed.

Coordinate substitutions when needed.

Ensure crossing guards are aware of time changes or special circumstances for their schools. (early days, end of tracks, etc.)

Investigate complaints or concerns from or about crossing guards and provide recommendations to supervisor.

Prepare Crossing Guard work schedules for supervisor approval. Submit regular weekly report of actual hours worked for all Crossing Guards to supervisor to assist in timecard process.

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.

Assist with safe walking route planning by conducting school crossings studies.

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:

Two (2) years of experience in crossing guard duties;

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 work as a team, help employees and the public; must be able to recognize unacceptable conditions and correct them with minimum direction.

Skill in detail-oriented work and organization.

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. Special Requirements

Must be at least 18 years of age

4.. 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

Job Class:	8990/PT General Pay Plan	EEO-4 Class:	PS Worker
Location:	Police	EEOP Class:	PS non-sworn
Group/BU:	General Pay Plan	Tech-Net Match:	None