



JOB DESCRIPTION

Title: **CROSSING GUARD**
Department: Police
Class Code: 9123
FLSA Status: Non-Exempt
Effective Date: August 25, 1994
Grade Number: P-5

GENERAL PURPOSE

Under the general supervision of the Community Service Sergeant, prepares crossing zone, and assists children in crossing streets safely on a seasonal basis while children attend school.

EXAMPLE OF DUTIES

- *-- Prepares school crossing zone by turning on two 20 MPH flashing lights, and place warning cones in the street.
- *-- As children arrive, takes them safely across the street, watching traffic closely and stopping cars if necessary.
- *-- When children are finished crossing, removes cones from street and turns off two 20 MPH flashing lights.
- *-- Process is repeated four times a day, when children travel to and from school.
- *-- Acts as a liaison between children, parents, school administrators, and P.T.A.
- *-- Participates in special events as asked by school administrators, P.T.A., and/or the sergeant.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- Must have High School diploma or its equivalent.

Necessary Knowledge, Skills and Abilities

- Knowledge of Current Utah traffic laws; emergency procedures; correct use of the English language.
- Moderate responsibility for the care, condition and use of materials, equipment, and tools; great responsibility for the use of discretion and independent judgement in the safe crossing of children.
- Ability to communicate effectively 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 use accurate judgement of traffic flow, speed and direction of travel; prioritize activities; regular use of hand-held stop sign, reflector vest, cones, and 20 MPH flashing lights.

WORK ENVIRONMENT

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

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.