

**CITY OF ALMA
JOB DESCRIPTION**

CROSSING GUARD

Supervised By: Police Sergeant
Supervises: No supervisory responsibility

Position Summary:

Under the general supervision of the Police Sergeant, assists school children in safely crossing streets and highways while walking to and from the school facility.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Travels to a predesignated crossing site on a twice-daily basis, taking up crossing guard position before pedestrians/children arrive.
2. Firmly and politely issues yield commands to children and determines if street crossing can be safely achieved.
3. Enters right-of-way as necessary to cause traffic to yield before children are allowed to proceed.
4. Stations self in roadway during actual crossing clearly displaying stop sign for any oncoming traffic.
5. Counsels children in general pedestrian and highway safety while interacting at crossing site.
6. Assists children who appear disoriented, confused or otherwise troubled, notifying school authorities of potential problems.
7. Responds to general informational inquiries from passers-by, parents or motorists.
8. Notifies Police Officers of motorist problems or safety issues and documents related information. May be asked to testify in a court of law.
9. Summons assistance in the event of an accident
10. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- High school diploma or the equivalent.
- Ability to satisfy background investigation.
- Ability to undergo annual safety training.
- Ability to be punctual and maintain an exemplary attendance record.
- Ability to exercise good judgment in determining and effecting consistently safe crossing.
- Ability to communicate politely and tactfully with children.
- Ability to clearly distinguish oncoming traffic in all types of weather and situations, including light and dark, fog and snow and other adverse conditions.
- Ability to orally issue commands and directions with clarity and volume.
- Ability to move quickly in and out of position in the right-of-way.
- Ability to maintain good working relationships with the public and other department personnel.
- Ability to work in adverse outdoor weather conditions.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand for extended lengths of time, walk, talk, visualize traffic, and use arms and hands to hold signs or motion pedestrians and vehicles.

While performing the duties of this job, the employee is regularly exposed to adverse weather conditions including extreme heat or cold, and snow. The noise level in the work environment is typically moderate.