



## South Weber City

### Job Description

**Job Description Title: Crossing Guard**

**Classification: Part-Time**

**Department: Administration**

**Effective Date: 06-19-2017**

**Pay: \$8.25 DOE**

**Reports To: City Recorder**

**FLSA Designation: Exempt**

**Last Revised: 6-13-2017**

South Weber City is an "At Will" employer. Employment with the City is voluntarily entered into and the employment relationship can be terminated by either party at any time.

#### **GENERAL PURPOSE**

Under the general supervision of the City Recorder, prepares crossing zone and assists children in crossing streets safely on a seasonal basis while children attend school. This position requires working varied hours, including early mornings and afternoons.

#### **Supervision Received**

Works under the general supervision of the City Recorder.

#### **Supervision Exercised**

None.

#### **ESSENTIAL FUNCTIONS**

Prepares elementary school crossing zone by turning on 20 MPH flashing lights, and placing warning cones in the street. As children arrive to the crossing zone, escorting them safely across the street while watching traffic closely and stopping cars if necessary with the stop sign. When children are finished crossing, removing the cones from the street and turning off the 20 MPH flashing lights. This process is repeated twice a day, when children travel to and from school; M-TH 8:25-9:15 am and 3:20-4:05 pm; Friday 8:25-9:15 am and 1:10-1:55 pm.

Crossing guards will maintain the crossing guard equipment for the duration of the school year.

Regular and prompt attendance is essential, and attending job related meetings is required as scheduled by the supervisor. Performs other duties as assigned.

**JOB REQUIREMENTS**

**1. Education and Experience**

- a. Must be 18 years old or older;
- b. Must pass a pre-employment drug test and a criminal background check;
- c. Sufficient education to demonstrate an aptitude or ability to perform above and related duties;

**AND**

- d. Sufficient experience to demonstrate a working knowledge of practices and procedures associated with above duties.

**2. Skills & Knowledge**

- a. Knowledge of current Utah traffic and school zone laws; and emergency procedures.
- b. 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.
- c. Ability to communicate effectively verbally; ability to follow written and verbal instructions; correct use of the English language.
- d. Ability to work effectively with children, parents, and school employees.
- e. Ability to use accurate judgement of traffic flow, speed and direction of travel; and prioritize activities.
- f. Ability to regularly use hand-held stop sign, reflector vest, cones, and 20 MPH flashing lights.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS**

**OVERALL PHYSICAL STRENGTH DEMANDS: LIGHT**

<b>SEDENTARY</b>	<b>LIGHT</b>	<b>MEDIUM</b>	<b>HEAVY</b>	<b>VERY HEAVY</b>
Exerting up to 10 lbs. occasionally or negligible weights frequently	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly	Exerting 50-100 lbs. occasionally, 25-50-lbs frequently, or up to 10-20- lbs. constantly	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50-lbs constantly

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Tasks require a variety of physical activities including the constant walking, standing, stooping, sitting, or reaching is required in the normal course of performing essential duties. Talking, hearing, and seeing are valuable to effective performance of the job. Common eye, hand, finger dexterity required for most essential functions.

**POTENTIAL ENVIRONMENTAL FACTORS**

The following environmental factors may occur and be a factor during the normal course of performing essential functions of this job.

<b>HEALTH &amp; SAFETY</b>	<b>ENVIRONMENTAL FACTORS</b>	<b>PRIMARY WORK LOCATION</b>
Mechanical Hazards	Dirt & Dust	Outdoors
Communicable Diseases	Extreme Temperatures	
	Noise & Vibration	
	Fumes & Odors	
	Wetness/Humidity	
	Darkness/Poor Lighting	

**PROTECTIVE EQUIPMENT REQUIRED**

Approved safety devices as required.

**POTENTIAL NON-PHYSICAL DEMANDS**

In the normal course of performing the essential duties of the job, the following may occur:

Time pressures, emergency situations, working closely with others as part of a team, tedious or exacting work, and noisy/distracted environment.

**EXPECTED BEHAVIOR**

**Crossing Guard**

The incumbent is expected to embrace, support, and promote the City’s core values, beliefs, and culture, which include but are not limited to the following:

- High ethical standards
- Train, develop, nurture, and mentor all coworkers
- Lead by example
- Strong safety principles and safety awareness

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

*This is a description of the way this job is currently expected to be performed; it does not address the potential for accommodation. Description is not all inclusive.*