

CLASS SPECIFICATION
Crossing Guard/Alternate Crossing Guard

GENERAL PURPOSE

Under the supervision of the Crossing Guard Supervisor, this position will escort school children across streets; maintain order among children; and report suspicious persons who loiter near crossings, schools, and playgrounds. Duties will require approximately four hour daily in three shifts. An Alternate Crossing Guard is a temporary position and is not assigned a permanent post; the duties are otherwise the same.

DISTINGUISHING CHARACTERISTICS

The Crossing Guard is distinguished from the Alternate Crossing Guard in that the latter is a temporary position that works on an on-call basis and is not assigned a permanent post, duties are otherwise the same.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Regulate, direct, and control pedestrians and traffic at a designated school crossing while children are going to and from school.
2. Personally assist school age children and other members of the community across City intersections during designated school days and times to ensure safety.
3. Stop traffic by displaying warning signs.
4. Maintain order among children.
5. Obtain license numbers of vehicles violating the pedestrian right-of-way, and submit this information to the Police Department.
6. Report suspicious persons who loiter near crossings, schools, and playgrounds.
7. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. State and local laws pertaining to traffic in the vicinity of schools.
2. Safety rules of crossing children at street corners and state traffic and pedestrian laws.
3. Geography of the City and its street system and traffic patterns surrounding school crossing posts.

Ability to:

1. Cope with traffic situations.
2. Interact effectively with children, parents, school district staff, and the public.
3. Follow verbal and written directions.
4. Maintain order among groups of children at intersections.
5. Withstand diverse weather conditions;
6. Stand for 2-3 hours at a time.
7. Use either hand to hold a 3-pound sign up in the air for several minutes at a time.
8. Have good hearing and see in the normal visual range with or without correction.
9. Present a wholesome, confident image and example to children, parents, and school officials.
10. Communicate clearly and effectively.
11. Establish and maintain an effective working relationship with the public.
12. Work independently and flexible hours.

Education, Training and Experience:

Equivalent to completion of the eighth grade. Experience that would indicate the ability to deal with the general public, especially children.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

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

Physical Demands

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when conducting work. The need to lift and carry equipment and supplies weighing 25 pounds or more is also required.

Specific vision abilities required color vision, the ability to distinguish basic colors and shades, depth perception and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret data and situations; learn and apply new skills or information; interact effectively with the public and others encountered in the course of work.

WORK ENVIRONMENT

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

Incumbents may be exposed to fumes, dust and air contaminants. Additionally, the incumbent in this outdoor position works in outside conditions, exposed to varying temperatures, weather and humid conditions. The nature of the work also requires the incumbent to work in heavy vehicle traffic conditions where the noise level may be excessive.