



Job Description

School Crossing Guard

Pay Grade: G01

Employment Status: Full-Time

FLSA Status: Non-exempt

Experience Required:

Minimum Education Requirements: High School graduation or possession of an acceptable equivalency diploma

Department: Police

Direct Supervisor: Police Captain

Supervisory Responsibility: Direct (x); Indirect (x)

Primary Work Location: Work is performed outside.

Certification: Valid State of Florida driver's license

Job Summary: Performs public safety work enforcing traffic regulations at a school cross walk.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Enforce traffic ordinances at a school crossing zone as prescribed by law.
- Escort children across the street going to school.
- Record names of operators and license numbers of vehicles violating traffic regulations at a school cross walk, and report violators to the Police Department.
- Perform other job duties as assigned.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Municipal ordinances regulating the movement of traffic at a school cross walk.
- Rules and regulations of the Department.
- Physical and social characteristics of the City.

Skills

- Strong written and oral communications and relational skills.
- Public relations and customer service.
- Follow and relay oral and written instructions, policies and procedures.

Abilities

- Work with children and to instruct them in the need for crossing streets in a safe manner.
- Enforce laws and ordinances relating to the area of work firmly and impartially.
- Deal courteously and fairly with the public.
- Works in various weather conditions with exposure to noise, dust, fumes, or with moving objects or vehicles.



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Physical Demands

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The following physical abilities are required:

- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.



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Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date