

# Job Description

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| <b>Human Resource Use Only</b>   |
| <b>Position Number: 10108</b><br><b>Step/Grade</b><br><b>Effective Date: 12/2013</b> |

## POSITION IDENTIFICATION

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**Position Title:** School Crossing Guard  
**Division:** Police Department  
**Status:** Part Time Hourly Non-Union  
**Normal Workweek:** Daily split shifts Monday through Friday

## SUPERVISORY RELATIONSHIPS

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**Reports to:** ~~Police Department Day Shift Supervisors~~ Administrative Office Supervisor  
**Directly Supervises:** No Supervisory Responsibilities

## POSITION PURPOSE

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The School Crossing guard ensures the safe passage of children and other pedestrians at assigned street intersections during times when children are traveling to and from school. This role requires sound judgment, adherence to established procedures, and the ability to apply regulations appropriately.

## ESSENTIAL DUTIES

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- Stand at designated street intersection and direct children, pedestrians, and traffic to ensure safe crossing of the street.
- Record license numbers of vehicles that disregard traffic safety and report violations to the Police Department.
- Escort children or other pedestrians across the street as needed.
- Maintain order and prevent disturbance at the street intersections.
- Remain at assigned intersection for up to three scheduled time periods each school day.
- Reports irregularities, safety concerns, and hazards to appropriate personnel.
- Provide information, answer questions and give directions upon requests.
- Assist during special events to help citizens cross streets safely.

## OTHER DUTIES

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Performs other related work as assigned.

## MINIMUM POSITION QUALIFICATIONS

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**Education:** No educational requirements  
**Experience:** Some experience in directing vehicular and pedestrian traffic is preferred but not required; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**Certifications/Licenses:** No certification/license requirements  
**Other Requirements:** No other requirements

### **KNOWLEDGE, SKILLS, & ABILITIES**

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- Thorough knowledge of traffic direction, safety practices, and State of Wisconsin driving laws and regulations.
- Strong understanding of city geography.
- Ability to maintain discipline and manage groups of children effectively.
- Ability to identify traffic hazards and make quick, sound decisions.
- Willingness to work outdoors in all weather conditions.
- Dependability, professionalism, and courteous behavior at all times.
- Desire and ability to work effectively with children.
- Ability to work split-shift schedules during the school day.
- Strong verbal communication skills, especially when interacting with children.
- Ability to use situational reasoning and exercise good judgment and decisiveness within short time frames.

### **BACKGROUND CHECKS**

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Condition of employment

### **PHYSICAL DEMANDS**

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

**Manual Dexterity:** This role requires consistent coordination of hands, eyes, feet and limbs in performing movements such as walking through intersections while monitoring pedestrians and directing traffic. Specific vision abilities required by this job include close vision, distant vision, peripheral vision, and ability to adjust focus. The employee must be able to identify hazardous driving behaviors and respond quickly, including moving children out unsafe areas when necessary.

**Physical Effort:** This position requires regular medium physical exertion, including walking, gesturing, carrying, standing, reaching with hands and arms. The employee will frequently step up onto and down from curbs and must regularly lift and hold a sign weighing approximately three pounds. Extended standing is required throughout the shift.

**Working Conditions:** Work is performed outdoors and exposes the employee to various weather conditions, including extreme cold, extreme heat, wet or humid conditions and wind. The employee may also be exposed to vehicle exhaust fumes. The employee occasionally may be required to negotiate semi-rough or rough terrain. The noise level is generally moderate, varying depending on traffic and area conditions.

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.