

City of St. Charles Position Description 	Position Title	School Crossing Guard		
	Department	Police	Division	Administration
			Section	
	Full/Part Time	Part Time	Union	Non-Union
	Reports to	Commander of Traffic and Special Events	Positions Supervised	None
FSLA Status	Exempt	Salary Grade	T	

Position Description Overview

This position, under the general supervision of the Commander of Traffic and Special Events, maintains control of children and vehicular traffic at crossing sites to ensure that children cross safely and at designated sites.

Essential Job Functions

Standard

1. Take personal responsibility to provide exceptional customer service in order to promote and maintain a positive City image, constructive working environment, and foster pride and professionalism in the workplace and community.
2. Adhere to all departmental and City safety policies.
3. Consistent attendance and punctuality is required.

Position-Specific

1. Manages school crossing site safety.
 - Ability to maintain control of children at crossing sites; ensure children cross safely and at designated sites;
 - Effectively evaluate traffic and make decisions regarding stopping vehicles with the least effect on traffic flow; and
 - Ability to assist adults in street crossings at City sponsored events and festivals.

Additional Job Functions

Standard

1. Contribute to a positive group environment by:
 - Complying with all safety policies, practices, and procedures, and reporting all unsafe activities to supervisor and/or Human Resources.
 - Participating in proactive team efforts to achieve departmental and City-wide goals;
 - Assisting other co-workers on special projects as required; and
 - Providing leadership to others through example and by sharing knowledge and skills.

2. Perform other duties as required or assigned.
<i>Position-Specific</i> N/A

Basic Requirements	
For successful performance in this position, the incumbent will need to demonstrate the following:	
Knowledge	<i>Standard</i> <ol style="list-style-type: none"> 1. Proficient knowledge in personal computer skills, electronic mail, record keeping, data base activity, and word processing.
	<i>Position-Specific</i> N/A
Skills	<i>Standard</i> <ol style="list-style-type: none"> 1. Effective interpersonal communication skills for interaction with elected and appointed officials, employees, agencies, other governmental units, and the public. 2. Excellent file maintenance and organizational skills.
	<i>Position-Specific</i> N/A
Abilities	<i>Standard</i> <ol style="list-style-type: none"> 1. Demonstrated ability to handle confidential material and information in an ethical, professional manner. 2. Demonstrated ability to handle multiple tasks simultaneously, in a timely manner, and with minimal supervision. 3. Demonstrated ability to perform basic mathematical calculations, including the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, and to compute percentages. 4. Ability to function under general supervision and operate within policy guidelines using independent judgment in achieving assigned objectives. 5. Ability and willingness to receive, handle, and complete confidential submissions, records, reports, and data with utmost honesty, integrity, and confidentiality. 6. Ability to collect, logically organize, and interpret information provided in verbal, written, and diagram form, and to make appropriate decisions or recommendations within the scope of position responsibilities. 7. Ability to speak and communicate clearly in an office environment. 8. Ability to speak effectively before groups of customers or employees.

	<ol style="list-style-type: none"> 9. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. 10. Ability to compose routine correspondence and reports in a clear, concise, logical, and effective manner, utilizing proper grammar, spelling, punctuation, sentence structure, and tone. 11. Ability to accurately proofread and edit documents for correct grammar, spelling, sentence structure, punctuation, tone, and content. 12. Possession of a valid driver's license.
	<p><i>Position-Specific</i></p> <ol style="list-style-type: none"> 1. Ability to give simple oral instruction to children. 2. Able to monitor traffic flows and identifying natural breaks in traffic flow. 3. Able to judge the speed of moving vehicles and to make decisions regarding the stopping for vehicles and its effect upon traffic flow. 4. Ability to work outdoors in a variety of weather conditions.
<p>Education & Experience</p>	<ol style="list-style-type: none"> 1. High school diploma or equivalent required. 2. Any equivalent combination of experience and education that provides the required knowledge, skills, and abilities.
<p>Physical/ Environmental Demands</p>	<p><i>Standard</i></p> <p>Light physical activity performing non-strenuous activities with moderate noise levels and subjected to variances of weather conditions.</p> <ol style="list-style-type: none"> 1. Physical ability to sit, stand, walk, climb, balance, stoop, kneel or crouch. 2. Physical ability to reach items with arms and hands and manual dexterity and fine motor skills sufficient to perform all essential and additional job functions and basic requirements listed above. 3. Physical ability to hear ordinary conversation, such as questions from residents, as well as other sounds, such as the telephone ringing, etc. 4. Ability to see close, at a distance, and with peripheral vision as well as to adjust vision focus. <p><i>Position-Specific</i></p> <p>N/A</p>

Position Description Acknowledgement

Position Title

School Crossing Guard

Revised/Updated

11/1/13

I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the assignment of essential job functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Supervisor

Date

Human Resources

Date