

Job Description – City of Groves



Job Title: School Crossing Guard – Part-time
Department: Police
Reports to: City Marshal
Pay Grade: Part-time
FLSA Category: Non-exempt
Schedule: Part-time
Date Revised: 04/20/2015
Rate of Pay: Morning & Afternoon Shift: \$20.00

BRIEF DESCRIPTION OF THE JOB:

The purpose of this position is to escort school children safely across city streets, to monitor their behavior and to ensure their well-being while arriving at and leaving the schools.

ESSENTIAL DUTIES AND LEVEL OF STRENGTH EXERTED ON EACH:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

[S = Sedentary (0-10 lbs); L = Light (10-25 lbs); M = Medium (25-50 lbs); H = Heavy (50-100 lbs); VH = Very Heavy (over 100 lbs)].

Strength Exerted	Description of Essential Job Duties
L	Ensures that Groves Police Department procedures for the safe crossing of children in school crossing zones are followed.
L	Escorts children safely across city streets when children are arriving at or leaving from school.
L	Directs traffic as needed to ensure student safety.
L	Interacts in a positive manner and works as a team member with children, parents, teachers, and school administrators.
L	May perform other duties as assigned.

OTHER ESSENTIAL DUTIES:

- Expedite the movement of children
- Report violators and hazards
- Attend training

JOB REQUIREMENTS:

Job Requirements	
Formal Education / Knowledge	Graduation from high school or GED equivalent preferable but may be waived with City Manager's approval.
Experience	No experience required.
Cert./Other Requirements.	None required.
Reading	Basic - Ability to effectively communicate in the English language both verbally and in writing. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Math	Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Writing	Basic – Ability to effectively communicate in the English language both verbally and in writing. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Managerial	Receives general direction: The employee normally performs the job by following established standard operating procedures and/or policies. Performance is reviewed periodically.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Work requires positive interaction with children, parents, teachers, and school administrators.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibility.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Texas motor vehicle laws applicable to school cross walks, basic first aid, and traffic safety principles
- Ability to effectively meet and deal with the public
- Ability to communicate the English language effectively verbally and in writing
- Ability to identify traffic hazards
- Ability to handle stressful situations

ENVIRONMENTAL FACTORS:

D=Daily	W=Several Times Per Week	M=Several Times Per Month	S=Seasonally	N=Never
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Health & Safety		Environmental Factors		Primary Work Location
Mechanical Hazards	D	Respiratory Hazards	D	Office Environment
Chemical Hazards	D	Extreme Temperatures	S	Warehouse
Electrical Hazards	N	Noise and Vibration	D	Shop
Fire Hazards	N	Wetness/Humidity	M	Vehicle
Explosives	N	Physical Hazards	D	Outdoors X
Communicable Diseases	W			Other
Physical Danger or Abuse	D			

PROTECTIVE EQUIPMENT REQUIRED:

Safety Vest

PHYSICAL DEMANDS:

C=Continuously 2/3 or more of the time	F=Frequently From 1/3 to 2/3 of the time	O=Occasionally Up to 1/3 of the time	R=Rarely Less than 1 hour per week	N=Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

Physical Demands	Frequency	Description
Standing	C	Directs traffic and ensures child safety
Sitting	N	
Walking	C	Walks children across school crossings
Lifting	C	Holds traffic control signs
Carrying	C	Traffic control sign
Pushing/Pulling	N	
Reaching	N	
Handling	N	
Fine Dexterity	N	
Kneeling	R	Kneels to talk with children
Crouching	N	
Crawling	N	
Bending	N	
Twisting	O	To observe traffic and students
Climbing	N	
Balancing	N	
Vision	C	Monitors children and traffic
Hearing	C	Monitors environment and vehicle traffic
Talking	C	Communicates with students, parents, etc.
Foot Controls	N	

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Uniform, handheld traffic control devices

NON-PHYSICAL DEMANDS:

C=Continuously 2/3 or more of the time	F=Frequently From 1/3 to 2/3 of the time	O=Occasionally Up to 1/3 of the time	R=Rarely Less than 1 hour per week	N=Never Never occurs
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Non-Physical Demands	
Time Pressure	N
Emergency Situation	R
Frequent Change of Tasks	N
Irregular Work Schedule/Overtime	N
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	C
Noisy/Distracting Environment	C

Applicant Notes:

- Pre-employment drug screens required and substance abuse policy enforced.
- The City of Groves is an at-will employer.
- The job description is a general summary; it is not an all-inclusive list of job duties, and employees will be called upon to complete other duties as assigned.
- **Applications are required to be considered for open positions.** A resume may be provided, but does not take the place of a completed application.