



CROSSING GUARD POSITION DESCRIPTION

VILLAGES OF KIMBERLY AND LITTLE CHUTE

REVISED DATE: AUGUST 2017



NATURE OF WORK

This is routine outdoor work performed on scheduled shifts in various locations in the Villages of Kimberly and Little Chute. Major responsibilities include caring for the safety of children and pedestrians in general at street crossings during assigned hours. Work is performed under the supervision of a Crossing Guard Supervisor (Head Guard) under the administration of the Villages of Little Chute and Kimberly.

ESSENTIAL JOB FUNCTIONS

- Identify and extend gaps in traffic with the use of a hand-held stop sign to allow children and pedestrians to cross safely. Relate in a positive way with children and community members. Direct, control and guide children and pedestrians safely across the street during assigned hours.
- Set out orange safety cones in the street near controlled crossings before assigned shift as required to alert traffic to school zones.
- Substitutes: provide relief to regularly assigned guards at busy crossings or work such crossings alone as needed.
- Report problems, hazards and mishaps to the immediate supervisor and to school officials as outlined in municipal crossing guard laws.
- Identify oneself to the school related to the assigned crossing. Teach students about safety procedures at crossings. Work with the school and supervisor to resolve student problems.
- Assist in initial orientation and on-the-job training for new employees. Attend annual fall orientation and training seminars.
- Perform related work as required.

GENERAL REQUIREMENTS OF WORK

- Knowledge of traffic hazards and safety precautions relating to crossing guard work.
- Knowledge of methods of promoting safety for children and employees
- Ability to establish and maintain effective working relationships with children, school officials, other Village employees and the general public.
- Ability to effectively communicate basic traffic and street crossing instructions to drivers and students and to give both written and oral instructions in order to safely allow children and pedestrians to cross the supervised intersections.
- Ability to maintain accurate records and documentation.
- Ability to read and understand written correspondence and training materials.

- Ability to exercise good judgment, firmness, and tact.
- Ability to stay alert.
- Ability to work under adverse weather conditions.
- Ability to see and hear cars and pedestrians at major crossings and intersections.
- Ability to lift 7 to 10 pound traffic cones.
- Ability to lift and hold “STOP” sign above head under normal and adverse weather conditions.
- Ability to be punctual and to maintain adequate attendance.
- Ability to remain standing for the duration of up to two hours during scheduled shift

SPECIAL REQUIREMENTS

Possession of a valid Wisconsin driver's license or the ability to meet the transportation requirements of the position.

PHYSICAL REQUIREMENTS

Employees are expected to...

- Work at busy intersections to stop traffic during morning and/or afternoon school hours.
- Work outside in all weather conditions every day school is in session.
- Stand outside vehicles at all times in different weather conditions and remain outside vehicle unless weather is 30 degrees or colder
- Control and stop traffic using traffic cones and a hand-held stop sign.
- Have the physical ability to walk across intersections with a stop sign raised above the head.
- Have the physical ability to lift and place traffic cones weighing up to 7-10 pounds each and to lift, and raise and hold the stop sign above the head (approximately 30 seconds – 2 minutes each crossing with numerous crossings per shift).
- Be alert, and able to see and hear traffic in order to guide pedestrians safely across the street which may involve being outdoors for the duration of an hour.