

CROSSING GUARD
FOX VALLEY METRO POLICE DEPARTMENT

REVISED DATE: September 2019

REVIEW DATE:

NATURE OF WORK

This is routine outdoor work performed on pre-scheduled and varied shifts in various locations in the Villages of Kimberly and Little Chute. Major responsibilities include caring for the safety of children at street crossings. Work is performed under the supervision of a Crossing Guard Supervisor (Head Guard) and under the administration of the Administrative Manager at the Fox Valley Metro Police Department.

JOB FUNCTIONS

ESSENTIAL JOB FUNCTIONS

- Identify and extend gaps in traffic with the use of a hand-held stop sign to allow children to cross safely. Relate in a positive way with children. Direct, control and guide children safely across the street.
- Set out orange safety cones in the street near controlled crossings multiple times per day as required to alert traffic to school zones.
- 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.
- 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, training seminars and/or other scheduled trainings and meetings.
- Perform related work as required.

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.
- 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 children 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.

SPECIAL REQUIREMENTS

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

PHYSICAL REQUIREMENTS

- Incumbents are expected to work at busy intersections to stop traffic during morning and/or afternoon school hours.
- Work involves being outside in all weather conditions every day school is in session.
- Incumbents are expected to control and stop traffic using traffic cones and a hand-held stop sign.
- Incumbents must have the physical ability to walk across intersections with a stop sign raised above the head.
- Incumbents must 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).
- Incumbents must be alert, and able to see and hear traffic in order to guide children safely across the street.