



# Crossing Guard

**Position Code:** 78

**Effective:** 2011-01-01

**Department:**

**Revised:** Jan/22, Feb/20, Sep/19, Sep/13

**Division:** By-Law

**Status:** Part-Time or Casual

**Reports To:** Supervisor, By-Law

Non-Union

**Direct Reports:** None

**Indirect Reports:** None

**Pay Band:** 4

## Position Summary

Reporting to the By-Law Supervisor, Crossing Guards ensure the safe crossing of students and pedestrians as they go to and from school at school crossings, marked crosswalks or traffic lights. The main duties and responsibilities of the position are in the area of escorting pedestrians, pedestrian safety counselling, and reporting offenders.

## Duties and Responsibilities

### 1. Escort Pedestrians (90%):

- a) Direct or escort pedestrians across streets, stopping traffic as necessary.
- b) Guide or control pedestrian traffic at such places as street crossings and traffic lights.
- c) Resume traffic flow with sign and hand signals or electronic traffic device.
- d) Direct pedestrian movement, warning of hazards, using signs, flags, lanterns, and hand signals.
- e) Be knowledgeable regarding the location and purpose of street traffic signs within assigned patrol areas.
- f) Monitor traffic flow to locate safe gaps through which pedestrians can cross streets.
- g) Discuss traffic routing plans and control point locations with Municipal Law Enforcement Officers (MLEO).

### 2. Pedestrian Safety Counselling (5%)

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- h) Communicate traffic and crossing rules and other information to students and adults.

### 3. Report Offenders (5%)

- i) Record license numbers of vehicles disregarding traffic signals, and report infractions to MLEO.
- j) Report unsafe behavior of children to school officials.

Work in compliance with the Highway Traffic Act, Occupational Health and Safety Act, WHMIS, applicable legislation, regulations, statutes, and departmental policies/procedures/practices and operational guidelines. Ensure that all necessary personal protective equipment (e.g. safety boots, hard hat, reflective vest, gloves, hearing protection, eye protection, etc.) are used and are maintained in good condition.

Perform other related duties, as assigned, that are in accordance with job responsibilities and/or necessary departmental or corporate objectives.

## Knowledge, Skills and Experience

- 1) OSSD or equivalent.
- 2) Knowledge and understanding of traffic signals, traffic patterns and behavior, and geographical knowledge of the municipality. Safety oriented.
- 3) Strong interpersonal communications, customer service oriented, together with the ability to use tact and discretion and to deal courteously and effectively with the public and fellow staff members.
- 4) Ability to work with a minimum of supervision and appropriately groomed and attired to present professional image.
- 5) Reliable, punctual and dependable with flexible availability. Willing and able to work in inclement weather conditions.
- 6) Ability to read, interpret and follow procedural and policy manuals related to job performed. Physical ability to perform crossing activities and wear required personal protective equipment.
- 7) Possess a Vulnerable Sector Check with results satisfactory to the Employer, and a valid standard first aid and CPR/AED level "C" certificate (or willing to obtain).

## Physical Demands and Working Conditions

**Physical Effort:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Physical demands require the frequent ability to stand and walk one (1) to three (3) hours per day. Ability to bend forward, reach above shoulder height; use of hands to finger, handle or operate stop light controls and signage (lift and hold a “stop” sign), twist or turn neck, and step up onto curbs. (100%).

Normal hours of work for part-time staff will vary between five (5) to twelve (12) hours per week, and are dependent upon the school schedule. Casual staff will work shifts as required. Shifts lengths will vary between thirty (30) to sixty (60) minutes, depending upon the crossing location. Flexibility in scheduling is necessary to change shifts, change locations, and/or work extra hours as required.

**Physical Environment:** Work involves walking outside on uneven/varying outdoor terrain, exposure to various temperatures including extreme heat or cold, inclement weather including rain and snow, usually in a work alone situation. (100%)

**Sensory Attention:** General communications skills with the ability to express ideas effectively while communicating information to children, citizens and colleagues. Loud noises should be expected from time to time. Must have visual ability to distinguish between red and green. (100%)

**Stress:** Limited mental stress, in normal situations with limited pressure where the seriousness of the outcome is limited. (90%) Stress may be caused by traffic issues or public interaction. (10%)

### Contacts and Dimensions

Director Reports: 0

Indirect Reports 0

Total Employees Serviced: 0

**Other Working Relationships:** Incumbent communicates regularly with staff, downtown businesses, local citizens and visitors to the Town.

Budget: n/a

Salary Budget: n/a

### Review and Signatures

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Manager/HR Signature: \_\_\_\_\_ Date: \_\_\_\_\_