

Position Description

Crossing Guard (Part-time)

Position Code:	79	Pay Band:	4
Department:	Building Services	Effective:	January 2011
Division:	Administration (Clerk's Office)	Revised:	September 30, 2013 September 16, 2019
Reports To:	Manager, Building Services/CBO	Status:	Part-time Non Union
Direct Reports:	N/A	Indirect Reports:	N/A

POSITION SUMMARY

Reporting to the Manager, Building Services/CBO, Crossing Guards are responsible to ensure the safe crossing of students and pedestrians as they go to and from school at school crossings, marked crosswalks or traffic lights on a daily basis.

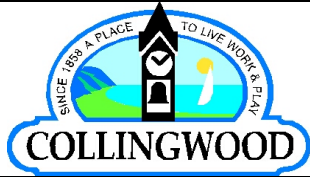
DUTIES and RESPONSIBILITIES

Provide Crossing Guard duties in accordance with corporate objectives as follows:

- 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 superiors.
- 2. Pedestrian Safety Counseling (5%)**
 - (a) Communicate traffic and crossing rules and other information to students and adults.
- 3. Report Offenders (5%)**
 - (a) Record license numbers of vehicles disregarding traffic signals, and report infractions to appropriate authorities.
 - (b) Report unsafe behavior of children to school officials.

Work in compliance with the Occupational Health and Safety Act, WHMIS, applicable legislation, regulations, statutes, and departmental policies/procedures/practices and operational guidelines.

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



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EDUCATION, SKILLS and EXPERIENCE

1. High school graduate or equivalent.
2. Knowledge and understanding of traffic signals, traffic patterns and behavior and geographical knowledge of the Town of Collingwood. Safety oriented.
3. Strong interpersonal communications, customer service oriented. Ability to work with a minimum of supervision and appropriately groomed and attired to present professional image.
4. Reliable, punctual and dependable with flexible availability.
5. Ability to read, interpret and follow procedural and policy manuals related to job performed.
6. Possess Criminal and Vulnerable Sector Checks (satisfactory to the Town).

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

Frequently required to stand and walk one (1) to three (3) hours per day. Ability to bend and reach; use of hands to finger, handle or operate stop light controls and signage (lift and hold a "stop" sign), (100%)

Normal hours of work are 1 to 3 hours per day Monday to Friday following school schedule from September to approximately the end of June each year.

Physical Environment: Work is conducted in an outdoors environment. Exposure to extreme cold temperatures and must be able to work in adverse weather conditions. (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. Should not have any red/green visual colour perception deficiency. (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

Direct Reports:	0
Indirect Reports:	0
Total Employees Serviced:	0
Other Working Relationships:	Incumbent communicates regularly with general public, primary students, schools and Town staff.
Budget:	\$ 0
Salary Budget:	\$ 0

REVIEW

Incumbent _____ **Date** _____

Supervisor _____ **Date** _____

Department Head _____ **Date** _____