

Position Description

Crossing Guard

Position Code:	79	Pay Band:	4
Department:	Planning and Building	Effective:	January 2011
Division:	Building Services	Revised:	February 2020, September 2019, September 2013
Reports To:	Manager, Building Services/Chief Building Official	Status:	Part-Time or Casual Non-Union
Direct Reports:	None	Indirect Reports:	None

Position Summary

Reporting to the Building Services Manager/Chief Building Official, 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. The main duties and responsibilities of the position are in the area of escorting pedestrians, pedestrian safety counselling, and reporting offenders.

Duties and Responsibilities

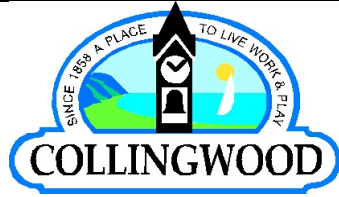
1. **Escort Pedestrians (90%)**
 - (a) Direct or escort pedestrians across streets, stopping traffic as necessary.
 - (b) Guide or control pedestrian traffic at such places as street crossings and traffic lights.
 - (c) Resume traffic flow with sign and hand signals or electronic traffic device.
 - (d) 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%)**
 - (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 MLEO.
 - (b) 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. Ability to work with a minimum of supervision and appropriately groomed and attired to present professional image.



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4. Reliable, punctual and dependable with flexible availability.
5. Ability to read, interpret and follow procedural and policy manuals related to job performed.
6. Willing and able to work in inclement weather conditions.
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.

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 from September to June. 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

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:	n/a
Salary Budget:	na/

Review and Signatures

Employee Name (print): _____ Date: _____

Signature: _____

Manager Signature: _____ Date: _____

Director Signature: _____ Date: _____