

CROSSING GUARD

Department: Protective Inspection and Control
Reports To: Crossing Guard Supervisor
Supervises: Not Responsible for Supervision of Staff
Review Date: August 2023

SUMMARY OF POSITION

Under the direction of the Crossing Guard Supervisor and/or the Municipal Law Enforcement Manager, the Crossing Guard will provide safe movement of the elementary school age children in crossing roadways at the designated intersections when going to and from school and ensures traffic remains stopped until all children have safely crossed the intersection.

FUNCTIONAL RESPONSIBILITIES

- ❖ Greets students with a warm and positive manner.
- ❖ Observes gaps in traffic and walk students across the roadway or intersection while holding a “STOP” sign in such manner as to be visible to approaching vehicles.
- ❖ Provides directions to elementary school children during busy times of the day.
- ❖ Wears the provided safety attire at all times.
- ❖ Adheres to Town and Departmental policies, procedures, and programs. Contributes to development of department goals and objectives.
- ❖ Assists in the maintenance of a positive team environment by working cooperatively with other staff, using the appropriate processes for handling problems, helping to motivate and encourage peers, contributing ideas, and assisting others where necessary.
- ❖ Performs other related duties as assigned.

POLICY/PROCEDURE

- ❖ Not responsible for policy/procedure development.

STRATEGIC MANAGEMENT

- ❖ Not responsible for strategic management.

EDUCATION AND QUALIFICATIONS.

- ❖ Successfully completed Grade 12 is considered an asset.
- ❖ Successfully completed On-site Training.
- ❖ Experience working with children is considered an asset.
- ❖ Valid First Aid/CPR Certification.
- ❖ Satisfactory Vulnerable Sector Check (VSC)

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KNOWLEDGE AND SKILLS

- ❖ Knowledge of safety procedures for children.
- ❖ Good communication skills and the ability to interact with members of the public.
- ❖ Ability to work one (1) hour shifts in the morning, noon, and afternoon.
- ❖ Ability to perform physical work (standing/walking for a minimum of sixty (60) minutes) and capable of working in varying weather conditions.
- ❖ Ability to carry and raise a stop paddle for up to 1 minute intermittently over each shift.
- ❖ Ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature.
- ❖ Ability to think and act strategically and appropriately in a political and community service environment.
- ❖ Ability to work independently with minimal supervision and in a team environment.

PERSONAL CONTACTS

Communicates with internal and external individuals.

- ❖ Internally, this includes:
 - CAO, Senior Leadership Team Directors and Managers, municipal employees, and members of Council
- ❖ Externally, this includes:
 - The public

HEALTH AND SAFETY

- ❖ Ensure that Occupational Health & Safety Act, the Town of Goderich Health and Safety Program, and other provincial legislation and regulations are strictly observed and followed.
- ❖ The Town will provide the necessary safety equipment for this position.

WORKING CONDITIONS

Work occurs in an outdoor setting in all weather conditions with high degree of public contact. This position requires lifting of equipment and visual and mental concentration regularly. Hours of work are scheduled within the core operating hours of 8:00 AM – 4:00 PM, Monday through Friday, working one (1) hour shifts in the morning, noon, and afternoon. Not required to work overtime. Work involves exposure to extreme weather conditions, physical hazards, disruptions, difficult situations and/or conflict that must be handled diplomatically and without compromising the Town of Goderich's corporate policies.



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NOTE TO READER: This job description is intended to relay information that describes the general responsibilities, tasks and processes involved in performing the duties of this job. It is not intended to be a comprehensive list of tasks or a detailed step-by-step job manual. The information provided will indicate the general skills, effort, responsibility, and working conditions expected in the role.