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| <b>POSITION TITLE</b>         | <b>SCHOOL CROSSING GUARD (Temporary Part-Time &amp; Alternate School Crossing Guard)</b>  |
| <b>DEPARTMENT/DIVISION</b>    | PUBLIC WORKS  |
| <b>SUMMARY OF DUTIES</b>      | To direct the safe movement of students and pedestrians across roadways in Port Colborne.   |
| <b>SUPERVISED BY</b>          | Roads & Parks Superintendent  |
| <b>EDUCATION</b>              | Minimum High School Diploma   |
| <b>EXPERIENCE</b>             | One-year experience as a Crossing Guard   |
| <b>MAJOR RESPONSIBILITIES</b> | Exercise judgement in determining safe opportunities to cross students and pedestrians.   |
| <b>WORK DEMANDS</b>           | Seasonal (September – June). Workday is scheduled in split shifts morning, lunch hour and afternoon. Alternate School Crossing Guards must be available to work on short notice at any school crossing location assigned. All shifts are subject to changes and modification.   |
| <b>SENSORY DEMANDS</b>        | Vision (depth perception; peripheral; distance) and hearing sufficient to monitor activities of motorists and motor vehicle movement, students and pedestrians.   |
| <b>PHYSICAL DEMANDS</b>       | Mobility is required sufficient to stand for long periods of time; sit and stand and step up and down curb heights/curb cuts; safely walk with students and pedestrians across streets/roadways/busy intersections; lift and hold a school crossing sign, perform hand and arm crossing gestures; and work in hot/cold/wet weather extremes. Exposure to motor vehicle traffic. |

## **DUTIES:**

1. Report to assigned crossing at appointed times, on time, to accompany students & pedestrians safely across roadways/intersections by observing safe gaps in traffic and stopping traffic as necessary.
2. Communicate with students & pedestrians and control the flow of motor vehicles using appropriate hand signals and clearly displaying a school crossing stop sign in an upright position, visible to motor vehicles approaching from each direction, until all persons have cleared the roadway safely.
3. Record license numbers of vehicles disregarding traffic signals and report infractions to supervisor and police.
4. Oversee the safe conduct of students & pedestrians while waiting to cross the roadway/intersection and report unsafe behavior to school officials and supervisor
5. Promote pedestrian safety with school children, parents and teachers by providing instructions for safe crossing procedures.

## **POSITION REQUIREMENTS:**

The position requires good interpersonal skills. The incumbent must be helpful, courteous and professional in accordance with the City of Port Colborne's Customer Service Policy. The position requires a basic level of communication skills to effectively communicate information verbally and writing as required. Prompt and regular attendance is required. The position requires a police background check (including vulnerable sector check). Also, a mandatory 'fit test' clearance from a physician - see fit test form for details. Knowledge of the Highway Traffic Act, regulations and standards; and knowledge of safe school crossing signs, signals and techniques. Must adhere to the City of Port Colborne's policies for health & safety rules and regulations in accordance with the laws and regulations of Ontario as well as the AODA. A valid Ontario Driver's Licence in good standing. First aid training is an asset.