

CITY OF RICHARDSON

JOB TITLE: SCHOOL CROSSING GUARD APPROVED
DEPARTMENT: Police
CLASS CODE: 09004 EFFECTIVE: 02/01/08
CIVIL SERVICE: NON-CIVIL SERVICE: X
COMPETITIVE: NON-COMPETITIVE: X
EXEMPT: NON-EXEMPT: X
FULL TIME: PART TIME: X

JOB SUMMARY:

Under minimal supervision, perform daily crossing guard duties at intersections, assisting children with traffic crosswalks. Recognize and report conditions hazardous to children. Perform other related work as required.

ESSENTIAL JOB FUNCTIONS:

- Stand and hold hand-held stop sign or warning flag about head for extended periods of time, up to five minutes.
Work in any type of weather conditions, including, heat, cold, and inclement weather.
Lift, carry, drag, hold, pull and/or push persons or property, weighing up to 40 pounds. Stand for extended periods of time.
Work any day of week, any hour of the day, extra assignments as needed for school crossing assignments.
Maintain an awareness of any circumstances that jeopardize the welfare of children and report them as soon as practicable.
Use and maintain departmental equipment safely and properly.
Attend/testify in all criminal and civil courts when needed.
Display a high degree of professionalism during the performance of duties such that trust between the department and community is engendered.
Through words and actions, demonstrate the ability and enthusiasm to perform assignment without close supervision.
Make ethical decisions that conform to applicable laws, departmental policy, regulations, and philosophy, etc., without supervision.
Recognize the need for supervisory intervention and seek it when needed
Communicate courteously and effectively with other City employees, supervisors, and the public.
Complete assignments in a timely manner while meeting departmental standards.
Demonstrate interpersonal skills necessary to work effectively with other City employees, supervisors and the public under all circumstances while meeting departmental objectives.
Communicate effectively, courteously, and clearly, in English with citizens, employees and with people of diverse backgrounds; includes speaking distinctly and hearing in the normal range.
Comprehend and apply city policies and procedures.
Follow a chain of command and instructions; receptive to supervision.
Arrive at prescribed work site well prepared and on time.
Must not pose a threat to the health and safety of self or others.
Vision must be correctable to 20/20.

OTHER JOB FUNCTIONS:

REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES:

G.E.D. or High School Diploma required.

EXPERIENCE, TRAINING, KNOWLEDGE AND SKILLS:

Must be a minimum of 18 years of age. Must be able to: communicate and work effectively with other City employees, supervisors and the public all circumstances while meeting departmental objectives; stand and hold hand-held stop sign or warning flag about head for extended periods of time, up to five minutes.