

# CITY OF SIMI VALLEY

## CROSSING GUARD

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under direct supervision, assists school children crossing busy intersections and streets; instructs children in basic safety procedures related to crossing streets; and assists the general public as needed.

### **DISTINGUISHING CHARACTERISTICS**

This is the full journey level class within the Crossing Guard series. Employees within this class perform the full range of duties as assigned. Positions at this level receive regular daily instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Lead Crossing Guard in that the latter provides lead supervision to lower level crossing guards.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Provide crossing guard services at assigned location; assist elementary school children crossing busy streets and intersections; assist general public crossing streets as needed.
2. Ensure children cross street only when safe; stop vehicles by using mechanical signals and hand held stop signs; control students while waiting for traffic to clear.
3. Report license numbers of vehicles in violation of school crosswalk-related traffic laws to supervisor; report suspicious vehicles or strangers loitering near schools.
4. Ensure that children are aware of proper safety rules when crossing streets; instruct children in basic safety techniques when crossing streets.
5. Greet the general public courteously; answer questions and provide information related to crossing guard programs; assist public in crossing street or providing directions as needed.
6. Remain visible to the public during working hours; remain calm in emergency situations.
7. Perform related duties as required.

### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

- Basic principles and practices of safety.
- Methods and techniques of basic first aid and CPR.
- Methods and techniques of assisting children across busy streets.
- Occupational hazards and standard safety practices.

**Ability to:**

Learn to operate crossing guard equipment safely and effectively.  
Send, receive and follow instructions on a radio.  
Instruct children on basic safety procedures related to crossing streets.  
Remain alert and attentive during working hours.  
Remain calm and use good judgment in emergency situations.  
Work outdoors in all weather conditions.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

**Experience:**

Some experience working with children is desirable.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain, appropriate, valid first aid and C.P.R. Certificates.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Field environment; exposure to heat, cold, noise, dust, grease, smoke, fumes, gases, moving objects/vehicles, inclement weather conditions; work on slippery or uneven surfaces.

**Physical:** Essential and marginal functions may require maintaining physical condition necessary for walking or standing for prolonged periods of time; use of hands and arms for signaling; light lifting and carrying.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; vision sufficient for distinguishing colors and depth perception.

**Hearing:** Hear in the normal audio range with or without correction.