

**City of Garden Plain, Kansas
Job Description**

CROSSING GUARD

Salary: \$15 per hour
FLSA: Non-Exempt
Effective: 08.07.24

Position Summary

Under the supervision of the Mayor or other assigned supervisor(s), the crossing guard(s) shall assist children, adults, and pedestrians that are crossing the street; maintain pedestrian safety in traffic; and direct or expedite the flow of traffic at a crossing within the City of Garden Plain.

Essential Functions

- Ability to communicate effectively verbally and in writing.
- Ability to stand for the duration of each shift (typically an hour) while at an assigned crossing.
- Ability to remain aware of and alert to a variety of environmental factors such as moving vehicles and weather conditions.
- Ability to exercise good judgement and make rapid decisions relating to speed and distance of multiple vehicles, traffic signal cycles, and pedestrian traffic.
- Knowledge of traffic regulations pertaining to school and pedestrian crossings.
- Knowledge of traffic control devices and hand control signals used in direction traffic.
- Skills in interacting with the public, especially children.

Position Requirements

Experience: None needed. Training will be provided.

Education: High school diploma or GED preferred, not required.

Skills: Knowledge of the operation, maintenance, and safety guidelines of equipment used. Ability to use handheld stop signs. Ability to follow oral and written instructions.

Problem Solving: Limited problem solving exists in this position. Most work assignments are set by protocols and standard operating procedures.

Decision Making: Limited decision making exists in this position.

Accountability: Employee is responsible for performing assigned duties efficiently and for proper use and maintenance of tools and equipment. Regular attendance and punctuality are required, per the City's personnel policies. Excellent customer service is expected to both internal and external colleagues and customers, in addition to clear and precise communication skills.

Personal Relations: Frequent contact with the public.

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Supervisory Responsibilities: None.

Residency Requirement: Must live within 30 miles of the City of Garden Plain City limits.

Working Conditions: This position normally works 7:15 am to 8:15 AM and again 3:15 PM to 4:15 PM Monday through Friday during the school year. Consideration could be given to working only the morning and/or afternoon shifts by different individuals. The crossing guard is exposed to outdoor elements and inclement weather. The worker could walk on uneven terrain and surfaces that may be slick from rain, water, ice, &/or oil.

Physical requirements: This position's physical job demands include frequent neck flexion; occasional trunk rotation; constant hand coordination; constant foot coordination; constant standing and constant walking. Ability to hear and see at a normal range with or without accommodation. Required to stand for long periods, walk at a moderate/fast pace, step up/down 4–5-inch street curbs, bend/squat, and manual dexterity.

PDC Level: Medium

This description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.

Employee Signature

Supervisor Signature

Print name

Print name

Date

Date