**City of Rock Springs**

**Job Description**

**POSITION TITLE:** Crossing Guard  **DEPARTMENT:** Police

**SUPERVISOR:** Police Sergeant

**GENERAL:**

The employee will support the City of Rock Springs mission *“To provide all individuals, through the combined efforts of city government and the people it serves, an effective, efficient and productive form of government, while promoting an enhanced quality of life, open communications and economic growth”.*

The employee will demonstrate the ability to manage time, maintain a safe and clean environment; practice confidentiality; treat all persons with respect and professional courtesy; accept change; accept and provide constructive feedback; and work as a team player. The employee must also demonstrate the competencies for their position, and adhere to policies and procedures of their department and the City of Rock Springs.

# JOB SUMMARY:

Under direction, to provide for the safe movement of children to and from school when crossing public roadways and intersections by observing gaps in the traffic and leading the children across the roadway or intersection.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Performs a variety of duties including, but not limited to:

1. Assist children on their way to and from school in safely crossing roadways and intersections.
2. Watch for gaps in traffic and walk children across roadway or intersection while holding a “stop” sign in such a manner as to be visible to approaching vehicles.
3. Communicate traffic and crossing rules and other information to students and adults.
4. Stay alert, inspect and report safety deficiencies related to the cross walks, signage, flashing lights, road markings, etc.
5. Record license numbers of vehicles disregarding traffic signals, and report infractions to appropriate authorities.
6. Keep current by participating in job-related training.
7. Communicate positively and effectively.
8. Other duties as assigned by supervisor or command staff.

**ABILITIES AND REQUIREMENTS**

Has the knowledge, skills and ability to:

1. Work collaboratively and communicate clearly and effectively, with children, school employees, City of Rock Springs staff, City Officials, outside agencies and the general public.
2. Understand and follow oral and written instructions.
3. Maintain confidentiality of sensitive information and data.
4. Plan and organize work to meet schedules and timelines and the ability to exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
5. Wear and utilize appropriate safety equipment.

**EXPERIENCE AND TRAINING**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

 **Experience:**

 Previous experience working with children would be considered an asset; and ability to deal effectively and courteously with the children and general public.

 **Education:**

 Equivalent to a high school diploma.

 **License or Certificate:**

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

**PHYSICAL DEMANDS**

*Essential duties require the following physical skills and work environment:*

 Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, and lift 20 lbs.; exposure to potentially unpleasant or upset individuals, traffic, cold, outdoors, and noxious odors; ability to travel to different sites and locations.

**ACKNOWLEDGEMENT:**

I certify I have received, read, and understand my job description and am aware that my performance evaluation is based on carrying out the requirements of this job description.

Signature of Employee Date

Signature of Supervisor Date

Approved: March 6, 2018 (Resolution 2018-33)