

PUBLIC SAFETY
PART-TIME CROSSING GUARD

The City of Escanaba is seeking qualified applicants for part-time Crossing Guards. The duties include: working outdoors in all kinds of weather, direct and escort pedestrians across streets, stopping traffic, and other duties as assigned. Candidates must have a valid Michigan driver's license and high school diploma or equivalent. The starting wage is \$16.22 an hour, and applicants must reside within a 20 mile radius of the Escanaba City limits.

Applicants are encouraged to submit a resume, letter of interest, and application via e-mail to hr@escanaba.org or by postal mail, City of Escanaba, Attn: HR Director, 410 Ludington Street, Escanaba, MI 49829.

Before applying, applicants should review the complete copy of Part-Time Crossing Guard job description at <http://www.escanaba.org>. The posting will be open until all positions have been filled.

The City of Escanaba is an Equal Opportunity Employer.

**CITY OF ESCANABA
JOB DESCRIPTION
PUBLIC SAFETY CROSSING GUARD**

Class Title: Crossing Guard

Department: Public Safety

Status: Part Time, Non-Union, Non-Exempt, At Will

Wage: Hourly

Date: Effective 8/13/19

GENERAL PURPOSE

The Crossing Guard provides safe school crossing areas for Escanaba Area School students September through June.

SUPERVISION RECEIVED

Position reports directly to the Public Safety Supervisor, as assigned.

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS

The following are examples of duties typically assigned to a Crossing Guard. The following list does not include all duties which he/she may be expected to perform.

- Direct or escort pedestrians across streets, stopping traffic as necessary
- Monitor traffic flow to locate safe gaps through which pedestrians can cross streets
- Communicate traffic and crossing rules and other information to students and adults
- Stop traffic movement to warn of hazards, using signs, flags, lanterns, and hand signals
- Report unsafe behavior of children to school officials
- Distribute traffic control signs and markers at designated points
- Learn the location and purpose of street traffic signs within assigned patrol areas
- Discuss traffic routing plans and control point locations with superiors
- Call 9-1-1 when necessary

DESIRED MINIMUM QUALIFICATIONS

High school diploma or equivalent; must be courteous, punctual, and willing to work outdoors in all kinds of weather; ability to understand and follow oral and written instructions; ability to carry out assignments without direct supervision.

SELECTION GUIDELINES

Selection is based on strength of application, experience, personal interview, and background check.

PHYSICAL DEMANDS

While performing the essential functions of this job, the employee is regularly required to sit, stand, walk, stoop, kneel, crouch, talk, hear, feel, reach, grab, and touch. The employee must

occasionally lift or move up to 20 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed outdoors in all weather conditions. The employee must frequently stop traffic to allow safe passage of students across busy roads.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position.

This job description does not constitute an employment agreement and is subject to change by the employer as the needs of the employer and requirements of the job change.

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