

City of Claremont, New Hampshire Position Description

Position Titled:	School Crossing Guard	Union/Merit:	Merit
Reports to:	Police Chief	Grade Level-Points:	Part Time
Department:	Police	Revised/Updated:	04/10/05
FLSA Status:	Non-Exempt		

Job Summary

The purpose of the work is to provide for the safe crossing of streets by children on their way to and from school. The incumbent is responsible for directing traffic at assigned crossings to protect school children and to provide for the orderly movement of traffic.

Essential Job Functions (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class)

1. Report directly to assigned crossing station, be on time and remain there until the conclusion of the assignment.
2. Ensure that children use the proper crossing location and that no children are in the street while traffic is moving.
3. Be alert for present or potential traffic or safety problems in the area surrounding the assigned crossing. Report to the department any such hazards and recommend remedial steps.
4. Performs other related duties as assigned.

Peripheral Duties

Analyze and recommend improvements to equipment and facilities, as needed.

Desired Minimum Qualifications

Education and Experience:

High school graduate or GED, demonstrating ability to read simple instructions.

Necessary Knowledge, Skills and Abilities:

Knowledge of:

- Applicable laws, ordinances, and department rules and regulations.
- Common methods, materials and equipment used in traffic control and pedestrian safety.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The use of an 8 hour day is to show the typical condition requirements for sitting, walking and standing and should not be construed that all jobs are 8 hours.

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Ability to:

- Follow written and oral instructions.
- Ability to maintain effective working relationships with co-workers and the public and to deal with service problems courteously and tactfully.

Skill in:

- Skill in the use of the tools and equipment listed below.

Supervision Received

The incumbent works under the general supervision of a supervisor of higher grade performing regular duties independently. Instructions are provided for new or special assignments. The work is periodically checked upon completion or through general observations and evaluated for adequacy and compliance with instructions.

Supervision Exercised

None

Responsibility for Public Contact

The incumbent's contacts are primarily with school children, school administrators and motorists. Daily contact requires courtesy, discretion, and sound judgment.

Licensing & Certification

None required

Tools & Equipment Used

Safety equipment and safety vests

Typical Work Surface(s): asphalt surface

Typical Controls & Equipment: safety equipment

Typical Work Environment: Inside: 0% Outside: 100%

Summary of Occupational Exposures: Incumbent works outdoors in varying weather conditions.

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Physical Activity Requirements

Primary Physical Requirements

<u>LIFT up to 10 lbs.:</u>	Frequently required
<u>LIFT 11 to 25 lbs.:</u>	Rarely required
<u>LIFT 26 to 50 lbs.:</u>	Rarely required
<u>LIFT over 50 lbs.:</u>	Not required

<u>CARRY up to 10 lbs.:</u>	Occasionally required
<u>CARRY 11 to 25 lbs.:</u>	Occasionally required
<u>CARRY 26 to 50 lbs.:</u>	Rarely required
<u>CARRY over 50 lbs.:</u>	Rarely required

<u>REACH above shoulder height:</u>	Occasionally required
<u>REACH at shoulder height:</u>	Frequently required
<u>REACH below shoulder height:</u>	Frequently required
<u>PUSH/PULL:</u>	Occasionally required

Other Physical Considerations

<u>Twisting:</u>	Occasionally required
<u>Bending:</u>	Occasionally required
<u>Crawling:</u>	Rarely required
<u>Squatting:</u>	Occasionally required

<u>Kneeling:</u>	Rarely required
<u>Crouching:</u>	Rarely required
<u>Climbing:</u>	Rarely required
<u>Balancing:</u>	Rarely required
<u>Grasping:</u>	Frequently required

<u>Handling:</u>	Frequently required
<u>Torquing:</u>	Rarely required
<u>Fingering:</u>	Frequently required

During an 8-hour Day, Employee is Typically Required To:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Cognitive and Sensory Requirements:

- Talking: Necessary for communicating with others.
- Hearing: Necessary for taking instructions and information.
- Sight: Necessary for performing job effectively and correctly.
- Tasting & Smelling: Not required for the performance of the functions of this position.

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