

**CITY OF SYCAMORE  
JOB DESCRIPTION**

**Date Approved:** January 1, 2019

**Position Title:** Crossing Guard

**Group:** Police Department

**Reports To:** Support Services Sergeant

**FLSA Status:** Exempt; covered by the rules and regulations found in the annual Salary Ordinance, the City Code, and the Employee Handbook

**JOB SUMMARY**

Under the supervision of the Support Services Sergeant, the Crossing Guard provides child pedestrian safety by facilitating safe passage of school children across high traffic streets and intersections. This position is part-time and requires a serious commitment to be at the crossing guard post on each school day, before and after school hours as required.

**EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Instruct children at designated school crossings to wait at curb for crossing signal or until directed it is safe to cross by the crossing guard.
- Enter intersection when it is safe with hand held stop sign positioned to be clearly seen by traffic it. Once traffic has stopped instruct children to cross the street.
- Signal vehicular traffic to resume normal flow after all children have crossed street safely.
- Report traffic violations to the Police.
- Report suspicious persons and loiterers in the vicinity of intersections or school areas.
- Provide a safe adult presence that young children may go to if they need assistance while going to and from school.
- Perform other related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

- Knowledge of State and local traffic laws.
- Ability to work independently with minimum supervision.
- Ability to maintain discipline and order among young children of elementary through high school ages in a tactful and courteous manner.

- Ability to employ prescribed methods of traffic control, including signs, hand signals, and whistles as necessary to assure the safety and well-being of the children.
- Ability to use good judgment and respond quickly to emergencies.
- Ability to understand verbal and written instructions.
- Ability to communicate effectively with the children, the public, and other employees.
- Ability to work early morning, late afternoon hours, as well as some weekend and holiday hours as required in the case of an emergency or special City event.

### **EQUIPMENT USED**

- Hand held stop sign.
- School crossing signs placed in roadway
- Reflective Safety Vest

### **MINIMUM QUALIFICATIONS REQUIRED**

- **Education:**  
High School graduation or equivalent is required.

### **PHYSICAL DEMANDS/WORK ENVIRONMENT CONDITIONS**

The physical demands and work environment conditions described here 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 functions.

While performing the duties of this job, the employee is frequently required to independently stand for periods of up to 45 minutes at one time, independently walk and use hands and fingers to handle or operate objects, controls, or tools. The employee must be able to hear a wide variety of sounds, especially traffic noise and vehicle horns at a distance of at least 100 feet. The employee must occasionally lift and/or move at least 10 pounds. Specific vision requirements for this position include close vision, distance vision. Peripheral vision, depth perception, and the ability to adjust focus. The employee works in outdoor conditions including rain, wind, snow, and in various temperatures.

The noise level in the work environment is usually moderate. Mental alertness is important due to the need to effectively communicate and interact with the public and make important decisions concerning the flow of pedestrian and vehicular traffic.