



City of Mason Job Description Crossing Guard

Department: Police
Supervised By: Chief of Police
Supervises: None
Bargaining Unit: None
FLSA: Non-Exempt
Status: Seasonal Part-Time

General Summary:

Under the direction of the Chief of Police or designee, is responsible for providing for the safety of school children crossing at a designated intersection or pedestrian crossing in the City of Mason for public school students.

City of Mason:

More than any other criteria the City of Mason values candidates who are the best fit for our organization.

- **Our Mission:** We will anticipate the municipal needs of the community through an environment of innovation and leadership.
- **Our Vision:** The City of Mason will empower its employees to be a model of excellence in providing municipal services.
- **Our Values:** We must have integrity to maintain the public's trust, making us value most: honesty, professionalism, accountability and efficiency.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Ensure child safety while crossing city streets at designated locations on their way to, or returning from school, as instructed by the department.
2. Arrive prior to appointed time and leave afterward on a daily basis during the school year.
3. Monitor and direct oncoming traffic when children are crossing or waiting to cross the street.
4. Direct and escort children across the street when it is safe and prevent children from crossing when danger is present.
5. Wear department-required high-visibility traffic control clothing.
6. Report vehicles that fail to stop or yield to children under the control of the crossing guard's directions.
7. Perform related work as required by the department or patrol supervisor.
8. Report unusual traffic or pedestrian problems to the department for possible resolution.
9. Report suspicious activity that could be detrimental to school children.
10. Attend training and meetings as directed.
11. Perform other related work as directed by the Chief of Police or designee.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- High school diploma or equivalent is preferred.
- Consideration will be given for applicable work experience.
- Must pass a Criminal History Background check.
- Ability to comprehend and apply crossing guard training required by the department.
- Skill in the techniques of hand signals and traffic control.
- Ability to direct and communicate with children.
- Ability to direct traffic at intersections.
- Ability to withstand a wide range of outside working conditions.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hold stop sign while directing children across intersection.
- Must remain standing for up to 2 hours.
- Works outside in a variety of weather conditions.
- Works part-time with varied hours.
- Vision must qualify as 20/20 corrected.
- Must be able to hear all levels of sound.

As an employee of the City of Mason, you are required to comply with policies, procedures and standards of conduct that may be established by the City of Mason. Any offer to hire is contingent upon the successful completion for a pre-employment drug screen and an extensive thorough background check.

The City of Mason will provide equal employment opportunities to qualified persons without regard to race, creed, color, sex, age, religion, national origin, sexual orientation, gender identity, family medical history and genetic information, disability, marital status, height, or weight as required by applicable law.