CROSSING GUARD

Department:	Police	**Classification/Grade:**	Limited Part-Time 7L
Division:	Police	**FLSA Status:**	Non-Exempt
Reports to:	Lieutenant	**Date Approved:**	

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, descriptions/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

Under the direct supervision of the Police Office Manager, escorts school children across public streets as needed.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Set up and take down orange warning cones used in crosswalks to provide a safe avenue for school children.
3. Stops traffic by holding warning sign as high as possible over head.
4. Escort school children across streets at prescribed times of day.
5. Wear safety gear in performance of duty.
6. Be dependable and meet acceptable attendance requirements at all times.
7. Follow all applicable safety rules and regulations.

QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- Dealing with the public, especially children
- Laws pertaining to crosswalk usage

Ability to:

- Wear safety vest when on duty
- Put up and take down warning devices
- Relate to public in positive manner
- Deal positively with children
- Act rational in stressful situations

Special Requirements

Residency Requirement: Must be able to respond within 30 minutes from residence.

WORKING CONDITIONS

Work is performed under the following conditions:

Duties are performed outside where the employee is exposed to varying and extreme weather conditions.

Physical Requirements:

Moderate physical exertion is present because of the need to walk, stand or sit for prolonged periods of time; frequent stooping, twisting, bending, kneeling, and reaching; vision to read printed materials, and hearing and speech to communicate in person. Must carry/lift/push or pull loads of up to 25lbs.

Job Hazards/Risk Factors:

Employee may risk physical hazard from high volumes of traffic which could create injury to employee or children.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.