

## VILLAGE OF HOFFMAN ESTATES JOB DESCRIPTION CROSSING GUARD

EFFECTIVE DATE: May 1, 2008

<b>DEPARTMENT:</b> Police	<b>WORK LOCATION:</b> Designated School Crossings	<b>FLSA STATUS:</b> Non-exempt
<b>CLASS CODE:</b> 1800	<b>RANGE:</b> 4	<b>PENSION:</b> None
		<b>UNION:</b> NU
<b>REPORTS TO:</b> Traffic Section Commander	<b>LEVEL OF SUPERVISION RECEIVED:</b> Direct supervision of Traffic Section Sergeant and Special Services Division Commander	<b>LICENSE/CERTIFICATES:</b> Must be 21 years of age

**SUMMARY:**

Performs routine public safety work, crossing school children across the street at designated school crossings throughout the Village. Informs the Traffic Section Sergeant of any vehicles that disobey the crossing guard when stopping traffic to cross school children across the street, informs the Traffic Section Sergeant of any vehicles driving in a reckless manner, speeding or endangering the lives of the school children who are present at the school crossings.

Responds to and interacts with residents, employees, and/or others within and outside the organization in a courteous, professional, and effective manner.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Works permanent shifts. Crosses school children at designated school crossings throughout the Village.	Daily 50%
2.	Reports any vehicles that disobey the crossing guard, speeding autos, vehicles driven in a reckless manner, or any vehicles that may endanger the lives of school children to the Traffic Section Sergeant.	Monthly Less than 10%

3.	Communicates effectively with general public, school officials, and Village employees in the performance of crossing guard activities.	Daily
4.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices.	Daily

JOB NO.	OTHER RELATED DUTIES
1.	Responsible for care and proper use of departmental equipment, supplies and facilities.
2.	Follows Village-wide and departmental safety rules and practices.
3.	Performs other duties, tasks, and responsibilities as assigned.

**SUPERVISORY RESPONSIBILITIES: (Select one – required)**

None required

Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. **(List specific responsibilities below)**

**EDUCATION, EXPERIENCE AND COMPUTER SKILLS:**

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

**Education Level (Select one - required)**

- High school education with vocational training
- High school diploma or general education degree (GED)
- Two or more years of college coursework in related field
- Associate's degree (A.A.) from two-year college or technical school
- Bachelor's degree (B.A.) from four-year college or university
- Master's degree (M.A.)
- Doctoral degree (Ph.D)

\_\_\_\_\_ Degree or coursework should be in...

*Enter degree or coursework here*

**Experience Level (Select one - required)**

- No prior experience or training required
- Six months to one year related experience
- One to two years related experience
- Two to four years related experience
- Four to ten years related experience

**Additional Experience (Select as appropriate)**

- Experience in supervisory capacity...
- Experience in management capacity...
- Must meet the requirements as set by the Fire & Police Commission

*Enter number of years required here*

*Enter number of years required here*

**Computer Skills (Select as appropriate)**

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software
- Specialized applications:

*Enter specific application(s) here*

**COMMUNICATION SKILLS:**

**English Language/Communication Skills (Select one)**

- Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.
  
- Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.
  
- Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.
  
- Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
  
- Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

**Foreign Language Skills (Complete if applicable)**

Fluency in foreign language skills is:

Ability to speak and/or read, write and comprehend.

- A Plus
- Preferred
- Required

**Required Language:**

**REQUIRED COMPETENCIES:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

- Must be able to control and safely cross groups of children across the street.
- Must be able to safely stop traffic effectively by the use of a hand-held stop sign while wearing a reflective safety vest.
- Must be able to effectively see, hear, and speak in an understandable voice.
- Must report violating vehicles that disobey them when traffic is stopped.
- Must serve as a liaison between the school district and the Police Department.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodations.

*(mark all 17 activities)*

----- Amount of Time -----

<u>Physical Activity</u>	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	_____	_____	<u>  X  </u>
Walks	_____	_____	_____	<u>  X  </u>
Sits	_____	<u>  X  </u>	_____	_____
Uses fingers in a repetitive motion	_____	_____	<u>  X  </u>	_____
Uses hands to grasp, finger, handle, or feel	_____	_____	_____	<u>  X  </u>
Reaches with hands and arms above shoulder	_____	_____	<u>  X  </u>	_____
Climbs or balances	_____	<u>  X  </u>	_____	_____
Twists or turns	_____	_____	<u>  X  </u>	_____
Stoops, kneels, crouches, bends, or crawls	_____	<u>  X  </u>	_____	_____
Pulls, pushes, or carries	_____	<u>  X  </u>	_____	_____
Talks or hears	_____	_____	_____	<u>  X  </u>
Tastes or smells	<u>  X  </u>	_____	_____	_____
Operates a motor vehicle or heavy equipment	<u>  X  </u>	_____	_____	_____
Lifts or move 0 to 10 pounds (sedentary)	_____	_____	_____	<u>  X  </u>
Lifts or move 10 to 20 pounds (light)	<u>  X  </u>	_____	_____	_____
Lifts or move 20 to 50 pounds (moderate)	<u>  X  </u>	_____	_____	_____
Lifts or move 50 to 100 pounds (heavy)	<u>  X  </u>	_____	_____	_____

**VISION DEMANDS:**

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

**Other Vision Demands (select if applicable)**

- Absence of color blindness
- Corrected vision of...
- Uncorrected vision of...

<i>Enter specific vision requirement here</i>
<i>Enter specific vision requirement here</i>

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

*(mark all 15 conditions)*

<u>Environmental Conditions</u>	----- Amount of Time -----			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Customary indoor conditions	<u>X</u>	_____	_____	_____
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	_____	_____	_____	<u>X</u>
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	<u>X</u>	_____	_____	_____
Works near moving mechanical parts	_____	_____	_____	<u>X</u>
Works in high precarious places, underground, or confined spaces	<u>X</u>	_____	_____	_____
Flying debris or airborne particles	_____	<u>X</u>	_____	_____
Fire, smoke, fumes, gases, or noxious odors	_____	_____	_____	<u>X</u>
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	<u>X</u>	_____	_____	_____
Risk of electrical shock	<u>X</u>	_____	_____	_____
Works with explosives or risk of radiation	<u>X</u>	_____	_____	_____
Vibration	<u>X</u>	_____	_____	_____
Extreme illumination	<u>X</u>	_____	_____	_____
Low noise level (Normal voice tones)	_____	<u>X</u>	_____	_____
Moderate noise level (Raised voice levels)	_____	_____	<u>X</u>	_____
High noise level (Shouting/ear protection may be needed)	<u>X</u>	_____	_____	_____

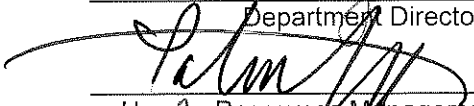
The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:

  
\_\_\_\_\_  
Department Director

Reviewed Approval:

  
\_\_\_\_\_  
Human Resources Management Director

Approved:

  
\_\_\_\_\_  
Village Manager

Effective Date: \_\_\_\_\_

Revision Date: \_\_\_\_\_