



City of Pacific Grove
Established Date: 12/18/2013

CROSSING GUARD

SUMMARY: Under basic supervision, assists students to cross traffic thoroughfares, and provides all possible safety measures against traffic dangers.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Assists students to safely cross designated intersections and thoroughfares at established crosswalks and in accordance with City safety standards.
- Assures the safe movement of children to and from school by monitoring traffic flow, observing gaps in the traffic, and leading the children across the intersection; warns children of danger as necessary.
- Places and removes "school zone" signs in roadway; holds a "stop" sign in such a manner as to be visible to approaching vehicles.
- Monitors students and enforces proper conduct; reports motorists who violate school zone laws.
- Supports the relationship between the City of Pacific Grove and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High School Diploma or GED equivalent is preferred; experience working with children is desirable.

Knowledge of:

- City policies and procedures.
- Safety rules and regulations.

Skill in:

- Reacting quickly to situations that could create safety and security problems.
- Closely following verbal and written instructions and procedures.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License may be required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed outdoors, close to vehicular traffic flow, with physical requirement of standing and maintaining situational awareness for extended periods of time.