



Township of Guelph/Eramosa

DEPARTMENT: Public Works

TITLE OF POSITION: School Crossing Guard

1. **JOB SUMMARY:**

The School Crossing Guard will escort children at designated school crossing locations during the school year in accordance with Highway Traffic Act, Occupational Health and Safety Act, and Township of Guelph/Eramosa guidelines.

2. **STATUS:**

Regular Part-Time

3. **HOURS:**

7:45 a.m. to 8:45 a.m. and/or 2:45 p.m. to 3:45 p.m.

4. **IMMEDIATE SUPERVISOR:**

Director of Public Works

5. **TITLES OF POSITIONS REPORTING TO THIS POSITION:**

None.

6. **RESPONSIBILITIES:**

- a) To remain at designated crossing site at all times during the hours of 7:45 a.m. to 8:45 a.m. and 2:45 p.m. to 3:45 p.m.
- b) To obey all established traffic safety regulations to ensure pedestrians are assisted in crossing roadways at designated locations.
- c) To coordinate the flow of pedestrians across selected intersection(s) with the flow of vehicular traffic and traffic control devices (where applicable).
- d) To conform to the Township of Guelph/Eramosa Code of Conduct at all times.
- e) To wear safety equipment (i.e.: safety vest, coat, overalls, etc.) supplied by the Corporation of the Township of Guelph/Eramosa at all times while on duty.
- f) To document and report any incidents, accidents, injuries, hazards or suspicious persons/vehicles to the Supervisor and appropriate Police or School Officials.
- g) To have a good working knowledge of the Highway Traffic Act and Occupational Health and Safety Act as it relates to this position.

7. EQUIPMENT, MACHINES AND TOOLS USED:

Stop paddle; reflective jacket/coat; reflective overalls, rain suit; whistle; notebook and pen/pencil.

8. JOB REQUIREMENTS/QUALIFICATIONS:

- a) Excellent written and verbal communication skills.
- b) Keen alertness to surroundings and an ability to follow directions and procedures.
- c) Ability to maintain a high degree of mental concentration, with visual and hearing ability to recognize traffic at a safe distance (approx.300 feet).
- d) Ability to walk pedestrians safely across busy intersections, and react safely and decisively to traffic conditions.
- e) Ability to display a school crossing stop sign (weighing approximately two pounds) in an upright position so that it is visible to vehicular traffic approaching from all directions while extending the other arm parallel for one minute on a frequent basis.
- f) Physical fitness, with the ability to perform all physical requirements of the above-noted employment activities.
- g) Ability to perform the above-noted employment activities outside in diverse weather conditions.
- h) Successful applicant must submit to a police background check and may be requested to obtain a medical certificate.

Approved by:

By: _____
Clerk/CAO

On: _____

Revised: July 2014