



CITY OF SEDALIA, MISSOURI

Job Description

Job Title:	PT CROSSING GUARD		
Department:	Police		
Supervisor:	Police Commander – Operations Support		
Date:	February 2012	Position No.	PD/18
FLSA Status:	Non-Exempt	Random Substance Testing:	N

Job Summary:

This position is responsible for ensuring the safe crossing of pedestrians at school crossing during the designated school year.

Job Scope:

The purpose of this position is to ensure that designated pedestrian crossings are properly utilized and to ensure the safety of all persons crossing.

Essential Duties and Responsibilities:

1. Ensure that the pedestrian crossing is properly marked and designated and that all traffic control devices are operational.
2. Survey traffic patterns to ensure that persons crossing at designated zones are not unduly impeding traffic.
3. Escort all pedestrian traffic during crossing zone operation to ensure safety of all parties concerned.
4. Report all unsafe conduct, traffic offenses, and other matters to the designated supervisor in the Sedalia Police Department.
5. Make recommendations for the safe operation of school zones including requests for radar enforcement, striping, markers, and other traffic control devices.
6. Monitors weather conditions, tornado sirens to help ensure the safety of pedestrians.
7. Refer citizen's complaints to the proper law enforcement authority.
8. Maintains all equipment assigned such as reflective vests, hand held stop signs, etc.
9. Performs other related duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.

Minimum Qualifications:

1. High School diploma or GED
2. Customer Service / Public Relations experience preferred.
3. Ability to pass a background check conducted by the Sedalia Police Department
4. Valid Missouri drivers license

Necessary Knowledge, Skills, and Abilities:

1. Knowledge of City's ordinances concerning pedestrian traffic.
2. Knowledge of the police department's operation and management structure.
3. Skill in evaluating traffic patterns.
4. Skill in oral communication.

Guidelines:

1. City and department policies and procedures,
2. City of Sedalia's pedestrian ordinances.
3. Guidelines require judgment, selection, and interpretation in application.

Complexity:

The work consists of oral communications skills. The need to evaluate traffic patterns for the safety of pedestrians adds to the complexity of the position.

Principal Working Relationships:

1. Co-workers, Police Officers, other city employees, school teachers, principles and.
2. The general public.

Purpose of Contacts:

Contacts are typically to give or exchange information, provide services, resolve problems, and motivate or influence persons.

Supervisory and Management Responsibility:

None.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is typically performed outdoors. It may involve prolonged standing, bending, or stooping. Some reaching and bending may be required. The employee occasionally lifts light objects, and may be required to distinguish between shades of color.

Work Environment:

The work is mostly sedentary and typically is performed outdoors. Work may involve prolonged standing and subject to inclement weather conditions such as cold, heat, rain, snow, etc.