



PITTSFIELD CHARTER TOWNSHIP EMPLOYMENT OPPORTUNITY

Position Number: 2017-016
Position Title: School Crossing Guard
Department: Department of Public Safety
Supervised by: Public Safety Community Coordinator
Supervises: No supervisory responsibilities.
Position Type: Part-time
Compensation: \$15.30 per hour

Position Summary:

Pittsfield Charter Township's Department of Public Safety is seeking a highly motivated, self-directed, and caring individual who, under the direction and supervision of the Public Safety Community Coordinator, will be responsible for crossing Ann Arbor Public Schools' Carpenter Elementary school students at Packard Rd. and Dalton Ave. The Crossing Guard will use a traffic control device to stop traffic to safely cross the students. The candidate will be provided training, a stop sign, vest, and rain gear. This is a part-time position, approximately two work hours per day (8:00-9:00 a.m. and 3:30-4:30 p.m.), Monday through Friday, during the public school year (Sept. to June), excluding school holidays and non-school days. Specific hours are set by the Community Coordinator and may vary according to demand and workload. Training, rain gear, and materials provided. Successful completion of pre-employment physical, drug-screen and criminal background check required.

Required Minimum Qualifications:

- High school diploma or equivalent.
- Ability to follow oral and written instructions.
- Ability to deal courteously, but firmly with the public and to effectively enforce established rules and policies for crossing guard operations.
- Ability to rapidly analyze situations and to think & act quickly & reasonably in emergency situations.
- Must be able to work outside in all weather conditions.
- Must be very reliable and committed to attending the crossing daily.
- Prefer some experience working with children.

TO APPLY:

AT THE TIME OF APPLICATION YOU MUST SUBMIT **ONLY** THE DOCUMENTS BELOW TO:

jobs@pittsfield-mi.gov or mail to: *Pittsfield Charter Township - Human Resources*
Attention: Job #2017-016 – School Crossing Guard
6201 W. Michigan Avenue
Ann Arbor, Michigan 48108

- 1) Completed Official Pittsfield Charter Township Employment Application (found at www.pittsfield-mi.gov/Jobs).
- 2) Cover letter and Resume.

We are an equal opportunity employer; M/F/D/V encouraged to apply. Qualified candidates will receive consideration without regard to age, race, color, religion, gender, sexual orientation, disability or national origin.

Posting Date	Deadline to apply	Pittsfield Charter Township is not responsible for applications received after the deadline. No phone calls please.
September 19, 2017	Open until filled.	



PITTSFIELD CHARTER TOWNSHIP JOB DESCRIPTION



SCHOOL CROSSING GUARD

<u>Department:</u>	Public Safety
<u>Supervised by:</u>	Public Safety Community Coordinator /On Duty Police Command Staff
<u>Supervises:</u>	No supervisory responsibilities
<u>Employment Status:</u>	Part-time
<u>FLSA Status:</u>	Non-Exempt
<u>Union Status:</u>	Non-Union

Position Summary: Under the direction and supervision of the Public Safety Community Coordinator/On-duty Police Command Staff, the School Crossing Guard is responsible for safeguarding and regulating pedestrian traffic crossing public roadways and intersections at an assigned location in order to ensure the safety of children walking to and from school. This is a part-time position, approximately two work hours per day, Monday through Friday, during the public school year (Sept. to June), excluding school holidays and non-school days. Specific hours are set by the Community Coordinator and may vary according to demand and workload.

Essential Job Functions:

An employee in this position may be called upon to perform including but not limited to any or all of the following essential functions. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Watches for gaps in traffic and walks children across the roadway or intersection while holding a "stop" sign in such a manner as to be visible to approaching vehicles. Crossing guards are not to engage in traffic direction or control. At corners where there is a traffic signal, Crossing Guards will use the signal and/or crosswalk to cross students/families. Any malfunctioning equipment should be reported for repair.
- Follows oral and written instructions. Talking/texting on a cell phone while on duty are prohibited.
- Identifies and reports unsafe conditions, suspicious vehicles/persons, student behavior, driver behavior, pedestrian actions, etc., to the proper authority.
- Wear safety equipment designated by the Uniform Traffic Safety Code: Vest, hand held stop sign, and raincoat as needed under the vest at all times while working.
- Signals to children when crossing streets is safe; observes children for safe and proper crossing.
- Works to establish a positives relationship with children and parents.
- Attends required training classes and/or meetings as requested.
- Performs as a responsible steward of the public trust and strives for excellence in public service, enhancing the quality of life for all.
- Acts in a civil, respectful manner at all times to management, community members, students, and others.
- Travels and reports to assigned location in a timely manner.
- Attend school functions as needed to be introduced to students and school staff.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

- High school diploma or equivalent.

- Ability to follow oral and written instructions.
- Public Safety Orientation prior to manning an assigned crossing guard post and traffic crossing device designated to stop traffic for safe crossing.
- Ability to deal courteously, but firmly, with the public, and to effectively enforce/encourage pedestrian safety.
- Must be able to work outside in all weather conditions.
- Must be very reliable and committed to attending the crossing daily.
- Ability to maintain an acceptable attendance history. Timely notification to the Dispatch Center for sick calls or an emergency when unable to work at the designated crossing location.
- Prefer some experience working with children.
- Must not currently be, or have been within the last ten (10) years, on court-ordered community supervision or probation for any criminal offense of the grade of a Class B misdemeanor or above. May not have been convicted of an offense of the grade of a Class B misdemeanor or above within the last ten (10) years. May not have been, at any time, convicted of felony offense or any family violence offense.
- Ability to effectively interact with all levels of co-workers, management staff, and the public.
- Ability to pass a pre-employment drug screening test, physical, and criminal background check.
- Ability to critically assess situations, problem solve, and work effectively with people (particularly children) and emergency situations.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

While performing the duties of the job, the employee is regularly required to stand, walk, reach, bend, see, talk, and hear. The employee frequently is required to reach with hands and arms, and occasionally stoop or kneel. The employee must occasionally lift and/or move items of light weight.

While performing the duties of this job, the employee typically works outdoors and is expected to dress in compliance with Township dress code and MI's Uniform traffic code requirements for the Adult School Crossing Guard. The noise level in the work environment is usually moderate.