

CITY OF CORAL SPRINGS
Classification Description

CLASSIFICATION TITLE: Head School Crossing Guard
FUNCTIONAL AREA: Police Department

WORK OBJECTIVE:

Under direction, the purpose of the position is to train, certify and supervise new and existing School Crossing Guards. Employees in this classification are responsible for preparing and maintaining records and files on School Crossing Guards. Objective is to implement and enforce established policies and procedures to ensure all school children are properly and safely guided through school crossings.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Trains, certifies, schedules and supervises new and existing School Crossing Guards.
- Interviews and evaluates crossing guard applicants; hires new School Crossing Guards.
- Prepares, verifies and submits Division payroll.
- Prepares and maintains all files and records of new and existing School Crossing Guards.
- Maintains inventory and orders all blank forms and ticket books for the Police Department.
- Retrieves mailers from the Court House, various forms from the BSO and the FHP.
- Maintains inventory of supplies and uniforms; issues uniforms and equipment to School Crossing Guards.
- Prepares and submits various documentation, e.g., workman's compensation, counseling statements.
- Responds to all crossing and traffic complaints pertaining to School Crossing Guards.
- Informs the Public Works Department and Traffic Engineering of lights and construction issues.
- Reports specific incidents or problems with children to Resource Officer.
- Issues requests and submits radar guns for calibration.

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

High School Diploma or GED; supplemented by an aptitude for training and the ability to function in a lead capacity; or an equivalent combination of education, training, and experience. Must possess and maintain certification as School Guard Trainer by the Department of Transportation.

Head School Crossing Guard

Knowledge, Skills, & Abilities –

Knowledge of current principles and practices of School Crossing Guard work, governing laws, ordinances, policies and procedures.

Considerable knowledge of pre-established City, County and State policies and procedures applicable to the work.

Ability to understand, follow and teach written and oral instructions.

Ability to read, update and maintain various records and files.

Ability to operate basic office equipment.

Ability to access, operate and maintain various software applications.

Ability to establish and maintain effective working relationships with departmental staff, supervisors and subordinate personnel.

Ability to operate a motor vehicle.

Skill in clearly communicating information both verbally and in writing.

PHYSICAL REQUIREMENTS:

Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of standing, walking, use of arm and hand in repetitive motions for extended periods of time.

ENVIRONMENTAL REQUIREMENTS:

Tasks are performed in outdoor environments. Due to the nature and location of the work environment, tasks include potential for exposure to disagreeable elements, e.g., heat, humidity, inclement weather. Tasks include working in and around moving vehicles, where heightened awareness to surroundings and observance of established safety precautions is essential in avoidance of injury or accidents.

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