

Open to the Public
As of July 14, 2017

School Crossing Guard – 8-10 positions available

The City of Lancaster is looking for dedicated individuals in the community to serve in the role of School Crossing Guard for the 2017-2018 school year. These individuals are very important to the safety of school-aged children crossing at city corners and intersections. Short, weekday hours are perfect for those looking for flexibility. Opportunities available to work 4-5 special events throughout the calendar year.

Primary Duties: Responsible for directing traffic at school crossings.

Salary: \$17.41 per hour

Work Schedule: 10 Hours per week; Monday – Friday; 1 hour in the morning & 1 hour in the afternoon; some special events work opportunities available

Required Minimum Qualifications:

- ♦ Graduation from High School or completion of a GED is required.
- ♦ Valid PA driver's license.
- ♦ Proven ability to read, write, speak and comprehend English is required.
- ♦ Good customer service skills.

****** Upon offer of hire and PA Act 179 and Act 73:**

- ♦ Applicant must be able to provide to the city, proof of Child Abuse Clearance as issued by the PA Department of Public Welfare.

Please note: Candidate will be responsible for obtaining and providing this to the city.
Candidates can apply for Child Abuse Clearance online at
<https://www.compass.state.pa.us/cwis/public/home>.

- ♦ Applicant must successfully complete FBI Criminal History Check as run by the City of Lancaster.

The City of Lancaster is an Equal Opportunity Employer

Please review the complete job description on the following pages.

City of Lancaster Job Description



Job Title: **School Crossing Guard**
Department: **Traffic Division**
Job Grade: **27 - Bargaining**
Reports To: **Traffic Division**

Job Code: **6335**
FLSA: **Non-Exempt**
Effective Date: **2/1964**
Revision Dates: **2/1978; 10/1992, 6/2008, 7/2009, 9/2015, 7/2016; 7/2017**

Primary Function

Responsible for directing traffic at school crossings.

Principle Duties & Responsibilities

- Regulates, directs, and controls vehicular and pedestrian traffic at assigned school traffic posts.
- Conducts traffic control at various parades and special City functions requiring traffic posts.
- Communicate by a mobile or hand held radio.
- Perform first aid.
- *Monitor traffic flow to locate safe gaps through which pedestrians can cross streets.*
- *Direct or escort pedestrians across streets, stopping traffic as necessary.*
- *Communicate traffic and crossing rules and other information to students and adults.*
- *Report unsafe behavior of children to school officials.*
- *Record license numbers of vehicles disregarding traffic signals, and report infractions to appropriate authorities.*
- *Learn the location and purpose of street traffic signs within assigned patrol areas.*

Position Qualifications

Knowledge, Skills and Abilities

- Ability to cope with situations firmly, courteously, tactfully and with respect for the rights of others.
- Ability to remain alert at all times and to act quickly and objectively in emergencies.
- Ability to comprehend and pass basic and advanced First Aid courses and be able to utilize these skills in an emergency situation.
- Proven ability to operate a motor vehicle in the state of Pennsylvania.
- Proven ability to read, write, speak and comprehend English is required.
- Proven ability to work as part of a team and to collaborate successfully with others is required.
- Proven ability to adapt to new or changed situations and to show flexibility in making improvements in work processes and operations is required.
- Proven ability to commit to excellence in service and to continuous improvement is required.
- Proven ability to exhibit customer-centered behaviors and to focus on customer needs is required.

Education, Training and Experience

- Graduation from High School or completion of a GED is required.

Licenses and Certificates

- Possession of a valid Pennsylvania State Driver's License is required.

Environmental Conditions

- Walks and stands for several hours in inclement weather.
- Exposed to inclement weather and extreme temperature, including long periods of standing outdoors.
- Works outdoors and indoors with, or without, heat and/or air conditioning.
- Exposure to noise and pollution.

Safety Equipment Used or Needed

- None

Comments

- Must provide PA Child Abuse History Clearance within 30 days of the date of hire.
- Satisfactory passing of drug screening, background investigation and all requirements of the Criminal History Records Act, Chapter 91 of the Pennsylvania Crimes Code is required.
- Works around motorized or moving equipment and machinery.
- This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.