



CITY OF NEW HOLSTEIN

JOB DESCRIPTION

Created 03/18/2020

POSITION: *School Crossing Guard for the New Holstein Police Department*

JOB STATUS: The School Crossing Guard position is responsible for supervising the safety of school children going to and returning from school within the City of New Holstein, which is accomplished through the duties of traffic control and supervising the children while crossing streets and roads, all with the emphasis on safety.

APPOINTED/HIRED/TERM: This is an at-will part-time non-exempt position hired by the Chief of Police. This position is subject to termination by the Chief of Police, the Mayor, or the Common Council at any time and for any lawful reason. The work related policies, procedures, and benefits, if any, for this position are in the City of New Holstein Employee Handbook and Policy Manual.

SUPERVISION: The School Crossing Guard reports directly to the Chief of Police through the chain of command.

HOURS/LOCATION OF DUTIES: The School Crossing Guard works two (2) hours per day during each school day between the months of August and June; 10 hours per week.

SUPERVISORY REQUIREMENT: None

ESSENTIAL DUTIES AND RESPONSIBILITIES: This listing of typical duties is intended to be illustrative only and does not include all the tasks performed by the position:

- A. Responsible for knowledge of and keeping abreast of traffic laws concerning pedestrians and vehicular movement.
- B. Responsible for working in and around busy traffic environments.
- C. Responsible for obtaining vital information if an accident or traffic violation concerning pedestrians and vehicular movement should occur, such as a license plate number.
- D. Responsible for establishing and maintaining effective working relationships and cooperating with law enforcement and school officials.

- E. Responsible for communicating verbally with children and adults in an effective and professional manner.
- F. Responsible for maintaining a friendly, but firm demeanor with children.
- G. Responsible for recognizing potential hazards and to safely direct children away from such hazards.
- H. Must be able to effectively assess vehicle speeds and distances in order to reasonably stop and allow children to safely cross streets or intersections.
- I. Maintains prompt, predictable, and regular physical attendance at designated location.
- J. Maintains knowledge of and possesses ability to summon emergency help if needed.
- K. Maintains knowledge and possesses ability to properly use prescribed equipment, such as a stop sign and whistle.
- L. Responsible for promptly notifying the Police Department if unable to report to duty.
- M. Provides truthful, complete, and accurate written and verbal communications to law enforcement authorities, emergency responders, school officials, or other governmental agencies.
- N. Maintains the predictable and unencumbered ability to competently and credibly testify in court
- O. Maintains the ability to lawfully perform all duties required of the position at all times.
- P. Perform all other tasks as assigned concomitant with the position of School Crossing Guard by the Chief of Police or through the chain of command.

REQUIREMENTS: The position requires the individual to perform each essential duty and responsibility satisfactory. The requirements listed are representative of the knowledge required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Position requires:

- A. Ability to stand and walk on varied terrain such as uneven or slippery surfaces.

- B. Ability to effectively see and hear traffic, children, and any other dangerous moving objects present in the area.
- C. Ability to effectively verbally communicate in a loud and clear speaking voice and to shout warnings as needed.
- D. Ability to withstand working in varied environmental conditions for prolonged periods of time, including harsh winter, rainy, cold, windy, and/or hot conditions, and ability to do so effectively.
- E. Ability to effectively assist children with avoiding traffic or other dangerous hazards present in the area.
- F. Advanced knowledge of traffic laws concerning pedestrians and vehicular movement.
- G. Ability to summon emergency help if needed.
- H. Ability to provide effective, truthful, complete, and accurate verbal and written information to law enforcement, emergency responders, school officials, or other governmental authorities.
- I. Ability to testify credibly and thoroughly without impediment.
- J. Ability to lawfully perform the essential functions of the job.

ADVANCED KNOWLEDGE, SKILLS, AND ABILITIES:

- A. Ability to effectively utilize a paddle style Stop Sign, a whistle, and an approved NHTSA Traffic Safety Vest.
- B. The applicable federal, state, and local laws, standards, and codes, related to traffic violations involving pedestrians and vehicular movement.

QUALIFICATIONS:

- A. High school diploma or GED equivalent.
- B. Applicants considered for this position must successfully pass a criminal background check.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- A. Work is performed in a variety of extreme and harsh Wisconsin weather conditions.
- B. Uses appropriate equipment and tools such as a paddle style Stop Sign, a whistle, and an approved NHTSA Traffic Safety Vest.
- C. Occasionally lifts, carries, and/or drags objects weighing up to 50 pounds.
- D. Stands and walks on varied terrain such as uneven or slippery surfaces for prolonged periods of time.
- E. Stands and walks for prolonged periods of time to assist with monitoring traffic and children safely crossing the street.
- F. Verbally communicates, such as calls for assistance, face-to-face communication, etc., which requires the ability to talk and hear.
- G. Uses hands to finger, handle, feel, or operate objects, tools, or controls.
- H. Distinguishes colors to identify the color of a car or the color of an individual's clothing, hair, skin, or eyes for purposes of describing the same to law enforcement or other governmental authorities following an emergency, injury, accident, or traffic violation.
- I. Visually observes surroundings for purposes of obtaining or identifying important information or details, such as the license plate number of a car involved in an accident, traffic violation, or other event reported to law enforcement or other government authorities. This requires the use of close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

DISCLAIMER: The job description has been prepared to assist in evaluating various classes of responsibilities, skills, and work conditions. It indicates the kinds of tasks and levels of work difficulty required of the position. It is not intended as complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of New Holstein is an Equal Opportunity Employer. In compliance with state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

My signature below is an acknowledgement of my understanding of the purpose of my position.

ACKNOWLEDGED: Employee Signature

Date

PRINT: Employee Name

ACKNOWLEDGED: Chief of Police

Date

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