

RESOLUTION NO. 31-2016

Amending the Position Description for Crossing
Guard.

WHEREAS, City Council wishes to amend the position description for the position of Crossing Guard; and,

WHEREAS, it is necessary to amend the position description for the position of Crossing Guard to properly reflect the duties of this position;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That the position description for the position of Crossing Guard (Class Specification No. 134) as per the description attached hereto be and the same is hereby amended.

SECTION 2. That the Clerk of Council be and hereby is instructed to record this Resolution in the appropriate record book.

Adopted July 18, 2016

/s/ Bonnie D. Michael

President of Council

Attest:

/s/ D. Kay Thress

Clerk of Council

CITY OF WORTHINGTON
POSITION DESCRIPTION

POSITION TITLE: CROSSING GUARD	CLASS: 134
Department: Safety	
Date: July 18, 2016	
Reports To: Police Sergeant or designee	Updated: 2016

General Statement of Duties

Under the supervision of a Police Sergeant or designee, the part-time position of Crossing Guard assists with traffic flow to help children, parents, guardians and other pedestrians safely cross the street to and from schools. This position is limited to those hours when school is opening, recessing or closing. Additional duties may be assigned as necessary by the Police Chief or designee.

Essential Functions of the Position:

Supplements existing electronic or static traffic controls and when necessary, directs/monitors traffic flow, assist in the safe movement of pedestrian traffic, bicycles and motor vehicles at school crossings; may when necessary place school sentinel signs and cones in the roadway at designated points near a crossing or remove them at the conclusion of an assignment as directed by a police supervisor; provides directions to children and other pedestrians using the crossing to assure that they conform to local and state traffic regulations; reports children, other pedestrians and motor vehicle operators who fail to cooperate to patrol officers under emergency situations or under non-emergency situations to the community services officer. Communicates professionally and effectively with children, citizens, and city and school administration. Performs other duties as directed by the Police Chief or designee.

Knowledge, Skills and Abilities:

Basic knowledge of traffic regulations and ability and willingness to work in inclement weather throughout the year.

Willingness to work with children, parents, guardians, city and school officials; Ability to learn, understand and apply directions as provided by a police supervisor or designee. Excellent communication skills; Ability to work independently and with little supervision. Awareness of surroundings and keen observation skills. Good physical condition, with the ability to stand for periods up to one hour at a time.

Regular and punctual attendance.

Adherence to all applicable Federal and State safety laws, rules, and regulations and City policies/procedures.

Compliance with training directives established by supervisory/training personnel.

Minimum Requirements of the Position:

Possession of a high school diploma, G.E.D. or equivalent certification.

Ability to pass and maintain cardiopulmonary resuscitation (CPR) and First Aid Training (provided by the employer).

The 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.

This job description does not list all of the duties or functions of the job. You may be asked by supervisors or managers to perform other duties. The City has the right to revise this job description at any time.

Adopted by Resolution No. 31-2016; Effective July 18, 2016