

CROSSING GUARD SUPERVISOR

CLASS DESCRIPTION

General Responsibilities:

This is supervisory work in directing and controlling the activities of school Crossing Guards engaged in safely guiding children across various street crossings near public, private, and parochial schools. Work is characterized by the exercise of independent judgment in hiring, training, scheduling, supervising, evaluating and disciplining subordinates, and in performing related administrative functions. Positions in this class share responsibilities for: maintaining work schedules, performing recordkeeping work, and maintaining adequate coverage at all crossings. Supervisors may also fill in for Crossing Guards, as required. This work is performed within the Traffic Section of the Police Department and is performed under the general supervision of a commissioned leadership position.

Examples of Duties and Responsibilities:

Supervise the staffing of City school crossings for an assigned district (multiple shifts) with a staff of hourly Crossing Guards.

Make on-site inspections to assure that Crossing Guards are performing assigned duties (consistent with prescribed rules and regulations) and utilizing the appropriate equipment.

Recruit, interview, evaluate, and select candidates to maintain adequate numbers of qualified Crossing Guards. Evaluate and document the performance of Crossing Guards.

Provide on-the-job training including; reviewing, evaluating, updating, preparing, and organizing training materials and training sessions to assure that the staff is knowledgeable of traffic hazards, safety precautions, and other issues related to their duties.

Prepare and maintain accurate payroll data. Update records daily to reflect adjustments due to substitutions or other changes in work schedules.

Prepare and distribute work schedules for the regular and summer school sessions, as well as crossings at other City recreational facilities.

Evaluate safety levels at crossings. Troubleshoot potential safety problems utilizing radar, speedboards and other sources to determine traffic patterns and speeds at different street crossings. Provide assistance to Crossing Guards when hazardous incidents occur. Contact Police staff when necessary.

Act as a liaison between the Crossing Guards, the Police Department, the public, and the schools and other City agencies. Investigate complaints from schools and the public through observation and other data-gathering activities. Maintain appropriate documentation. Prepare related reports and communications.

Prepare and send appropriate correspondence regarding vehicles (traced by license number) involved in hazardous situations involving Crossing Guards and students (e.g., speeding, failure to yield, etc.).

Recommend and support employee discipline based on inappropriate or dangerous conduct. Maintain accurate records of employee conduct.

Maintain inventory of staff equipment (e.g., traffic cones, stop signs, raincoats, safety vests). Distribute, repair, and replace equipment as needed.

Perform other reporting, recordkeeping, administrative, and related work as assigned.

Perform related work as required.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Thorough knowledge of traffic hazards and safety precautions relating to Crossing Guard work and related methods for promoting safety for children and employees. Working knowledge of supervisory principles and practices including scheduling. Knowledge of applicable computer applications. Ability to effectively recruit, hire, train and evaluate workers. Ability to plan, schedule and supervise the work of a large number of geographically dispersed employees. Ability to investigate employee grievances and public complaints. Ability to learn to use a two-way radio and a computer. Ability to pass a certification test to use a speedboard and a radar gun. Ability to establish and maintain effective working and public relationships. Ability to effectively communicate, both orally and in writing. Ability to maintain accurate records and documentation. Ability to maintain adequate attendance.

Training and Experience:

Six (6) months of related supervisory experience which included recruitment, selection, scheduling, evaluation and discipline. Such experience would normally be obtained following graduation from an accredited two-year business college or technical school with an Associate Degree in human resources, business, management, criminal justice, safety or related curriculum. Other combinations of training and/or experience which can be demonstrated to result in the possession of knowledge, skills, and abilities necessary to perform the duties of these positions will also be considered.

Necessary Special Qualifications:

Possession of a valid driver's license or the ability to meet the transportation requirements of this position. Ability to work under adverse weather conditions. Ability to see and hear cars and children at major crossing and intersections. Ability to lift 6 pound traffic cones. Ability to lift and hold "Stop" sign above head.

Department/Division	Comp. Group	Range
Police Department	18	01

Approved: _____ Date
Roger Goodwin
Interim Human Resources Director