

TOOELE COUNTY
Job Description

TITLE:	<u>Crossing Guard</u>	JOB CODE:	<u>508</u>
DIVISION:	<u>Administrative</u>	EFF. DATE:	<u>8/2017</u>
DEPARTMENT:	<u>Sheriff</u>	GRADE:	<u>10</u>
EEO CLASS:	<u>Protective Services</u>	FLSA:	<u>Non-Exempt</u>
WORKERS COMP.:	<u>County</u>	CDL:	<u>Not Required</u>

GENERAL PURPOSE

Aids school children crossing the roadways in designated crossing areas surrounding county schools.

SUPERVISION RECEIVED

Works under general supervision from an administrative superior.

SUPERVISION EXERCISED

None

EXAMPLE OF DUTIES

Provides protection for elementary school students crossing roadways at designated school crosswalks, both before and after the school day in surrounding Stanbury Park schools.

Directs and supervises traffic crossing the crosswalks in his/her designated areas.

Performs related duties as required.

MINIMUM QUALIFICATIONS

Graduation from high school or GED equivalent.

Must be 21 years of age and be able to pass all security checks.

AND

Must possess a valid Utah driver's license with no DUI's/ARR's in the past five (5) years and no more than two (2) moving violations within the past 24 months.

Required Knowledge, Skills, and Abilities:

Ability to follow written and verbal instructions.
Ability to communicate effectively, verbally and in writing.
Ability to work independent with little supervision.

Work Environment

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Working conditions conform to daily harsh outdoor environment.

While performing the duties of this job the employee is frequently required to stand, talk, and hear and think. Hand dexterity is required for equipment use. Often involves stressful situations involving children and road safety.

This category also involves daily work in outdoor conditions. Must possess the ability to work outdoors in extreme weather conditions, including heat, cold, rain, snow, and dust; ability to lift, move and carry 15-20 pounds daily. This is often combined with bending, twisting, or working on irregular surfaces. This involves regular walking, reaching, pushing, balancing, stepping up. Common eye, hand, leg, and foot dexterity are required for work mobility. There may be exposure to wet/humid conditions, noise elevation, and high levels of dust, grime, and dirt. The candidate frequently works near moving automotive and is frequently exposed to sound and vibration.

OTHER QUALIFICATIONS:

Achieve a competent or higher rating overall in each performance evaluation, which measures the following:

- X Thoroughness, planning and organization, neatness, and accuracy.
- X Learning and knowing all phases of the job; recognizing and solving routine problems.
- X Knowing the office policies, systems, and services.
- X Compared to other employees, maintaining a competent volume of work in addition to regular tasks, and a competent speed of work.
- X Being able to perform new duties, adjust to new situations, and control of self under pressure.
- X Being resourceful; volunteering suggestions for improvement of work; being self-starting; seeking new tasks; taking responsibility.
- X Making decisions; studying and considering all facts; using common sense.
- X Cooperating with supervisors and peers; accepting constructive criticism; seeking self-betterment.

- X Being friendly, helpful, and showing self-control.
- X Being punctual in attendance.
- X Being professional in dress and manner; showing good housekeeping of the general work area.

Approved:

This _____ Day of _____, 2017.

Department Head

Human Resource Director

Count Manager

New Employee Certification of Receipt of Position Description

I certify that I have read and have received a copy of this position description and understand this is a description of the expected duties and responsibilities of my job with the Tooele County Sheriff's department.

Employee's Signature

Date