

Middletown, CT Job Description

Classification Title	Crossing Guard/Enforcement Officer
Job Code	
Department	Police
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to assist school children and pedestrians in crossing streets safely on their way to and from school and city ~~intersections; and to monitor~~ intersections. Monitors downtown park areas and unmetered parking lots.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Maintains post at assigned intersections/streets to ensure safety for children and pedestrians going to and from school, across city intersections and drivers.
- Stops traffic with a hand-held stop sign and supervises school children and pedestrians in crossing safely.
- Answers driver inquiries and; interacts with the public.
- Assesses weather and other factors that have an impact on ~~safety; adjust~~ safety. Adjusts work accordingly.
- ~~Prepares school post reports including number of children crossing for the traffic division.~~
- ~~Monitors~~; downtown park areas, unmetered city parking lots and city streets in accordance with their individual assignments to ensure compliance with City rules and regulations.
- Contacts proper authorities when aware of parking violations or problems.
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

High school diploma or equivalent, ~~with six months of related experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.~~

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~~Appropriate education substitutions can be made.~~

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PREFERRED QUALIFICATIONS

None.

KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the ability to process, calculate, compute, summate, and/or tabulate data and/or information. Includes the ability to perform subsequent action in relation to these computational operations.~~
- ~~Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.~~
- ~~Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as school calendars, school post reports, procedures and guidelines.~~
- ~~Requires the ability to communicate orally and in writing with the Traffic Bureau Supervisor, Parking Authority Supervisor, school children, pedestrians, bus drivers, motor vehicle operators, crossing guard trainees and the public.~~
- ~~Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.~~
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Handle common inquiries or complaints
- Effectively present information and respond to questions from students, faculty, staff, and visitors
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Follow oral and written instructions and procedures

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- Ability to Communicate in English effectively orally and in writing
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Eestablish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities

PHYSICAL REQUIREMENTS

- ~~Requires the ability to start, stop, operate and monitor functioning or materials used in performing essential functions.~~
- ~~Requires the ability to coordinate eyes, hands, feet and limbs in performing coordinated movements such as stopping traffic.~~
- ~~Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~
- ~~Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.

WORKING CONDITIONS

The working conditions 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.

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- ~~Ability to work under conditions that require exposure to environmental factors such as temperature and noise extremes, strong odors, bright/dim lighting, traffic hazards or violence. This exposure may cause some discomfort and presents a risk of injury.~~

Position requires talking, hearing, seeing, grasping, standing, walking and repetitive motions.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Date created:	03/01/15
Dates revised	