

**POLICE DEPARTMENT  
JOB DESCRIPTION**

**CROSSING GUARD**

**EXEMPT:** No

**UNION:** No

**GENERAL STATEMENT OF JOB:**

Assists pedestrians across the street during the school year. Teaches children safety habits and practices safety habits while constantly evaluating traffic situations.

**EXAMPLES OF WORK PERFORMED:**

Section 1. Specific Activities

- 1.1 Sets up and removes warning equipment in the street to warn motorists that a pedestrian school crossing is in effect.
- 1.2 Escorts children and adults safely across roadway.
- 1.3 Delivers a visible presence to children and motorists so that children feel safe and secure and motorists know to use caution.
- 1.4 Remains with children while crossing an intersection.
- 1.5 Aids children in need of help.
- 1.6 Identifies records and reports information about suspicious persons, suspicious vehicles and traffic problems.
- 1.7 Consults weather information for conditions that might cause an early school closing in an attempt to be available for emergency staffing.

Section 2. Peripheral Activities

- 2.1 Performs other duties as requested or as needed.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Crossing Guards need to be able to solve practical problems, interpret instructions, complete simple addition and subtraction, count and record information. Ability to understand and follow verbal and/or demonstrated instructions and writes identifying information, request supplies verbally and/or in writing, guide people and provide basic directions. Ability to communicate effectively verbally with customers who are crossing the street at their location, to complete time cards and to coordinate schedules.

Crossing Guards will be familiar with the details of the job and complete it satisfactorily after a brief training period. Employee must provide his/her own means to his/her work location.

**TOOLS AND EQUIPMENT USED:**

Hand stop sign, safety devices as street markings and wearing of visible vests during assigned times.

**CONFIDENTIAL DATA:**

This employee may be exposed to some police records. Confidential data includes all police records. A few examples of these records are as follows: criminal records, requests for services, traffic information; juvenile records, domestic abuse complaints, child abuse complaints, employee personnel files and all written and computerized records. There are legal and internal controls on the release of any information from the Police Department.

**ESSENTIAL PHYSICAL JOB REQUIREMENTS:**

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.

While performing the duties of this job, employee constantly stands; walks; hears; reaches; holds; uses eye-hand coordination; has contact with general public; works alone. Employee frequently grasps; talks. Employee occasionally stoops, kneels, crouches, or crawls.

Employee must be able to constantly lift up to 10 pounds.

Specific vision abilities required by this job include distance vision, color vision, peripheral vision, depth perception and the ability to adjust or focus eyes.

**ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:**

The following elements serve to identify the required acceptable experience and qualifications:

- 1 No work-related experience is required.
- 2 No felony or job related criminal convictions.

**STATEMENT OF WORKING CONDITIONS**

The City of Platteville is a drug-free workplace.

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 those essential functions.

While performing the duties of this job, employee constantly exposed to temperature extremes from below zero in winter to 90° in late spring or early fall. Employee is frequently exposed to noise from vehicle traffic; dampness or rain, snow, sleet, humidity; fumes from cars, bus or heavy equipment. Employee occasionally has dust or dirt flying around during windy weather conditions.

**POSITION ACCOUNTABILITY:**

**REPORTS TO:** Police Lieutenant or Police Sergeant.

**SUPERVISION EXERCISED:** None.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interviews and references check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related or a logical work assignment.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**CITY OF PLATTEVILLE VALUES**

Having a Positive Impact on Our Community • Treating our Customers with Care • Working Cooperatively Together • Doing Quality Work • Demonstrating Integrity on the Job • Showing Flexibility and a “Can Do Spirit” • Acting as Good Stewards of the City’s Resources • Ensuring Our Safety and the Safety of Others

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