

Open to the Public  
As of August 9, 2018

## **School Crossing Guard – 8- positions available**

The City of Lancaster is looking for dedicated individuals in the community to serve in the role of School Crossing Guard for the 2018-2019 school year. These individuals are very important to the safety of school-aged children crossing at city corners and intersections. Short, weekday hours are perfect for those looking for flexibility. Opportunities available to work 4-5 special events throughout the calendar year.

**Primary Duties:** Responsible for directing traffic at school crossings.

**Salary:** \$17.84 per hour

**Work Schedule:** 10 Hours per week; Monday – Friday; 1 hour in the morning & 1 hour in the afternoon; some special events work opportunities available

### **Required Minimum Qualifications:**

- ♦ Graduation from High School or completion of a GED is required.
- ♦ Valid PA driver's license.
- ♦ Proven ability to read, write, speak and comprehend English is required.
- ♦ Good customer service skills.

### **Comments:**

- ♦ Applicant must successfully complete Statewide Criminal History Check and Driver's License Check as run by the City of Lancaster.

### **\*\*Upon offer of hire and PA Act 179 and Act 73\*\*:**

- ♦ Applicant must be able to provide to the city, proof of Child Abuse Clearance as issued by the PA Department of Public Welfare.

**Please note: Candidate will be responsible for obtaining and providing this clearance to the city. Candidates can apply for Child Abuse Clearance online at <https://www.compass.state.pa.us/cwis/public/home>.**

**The City of Lancaster is an Equal Opportunity Employer**

**Please review the complete job description on the following pages.**

# City of Lancaster Job Description



Job Title: **School Crossing Guard**  
Department: **Traffic Division**  
Job Grade: **27 - Bargaining**  
Reports To: **Traffic Division**

Job Code: **6335**  
FLSA: **Non-Exempt**  
Effective Date: **2/1964**  
Revision Dates: **2/1978; 10/1992, 6/2008, 7/2009, 9/2015, 7/2016; 7/2017**

## **Primary Function**

Responsible for directing traffic at school crossings.

## **Principle Duties & Responsibilities**

- Regulates, directs, and controls vehicular and pedestrian traffic at assigned school traffic posts.
- Conducts traffic control at various parades and special City functions requiring traffic posts.
- Communicate by a mobile or hand held radio.
- Monitor traffic flow to locate safe gaps through which pedestrians can cross streets.
- Direct or escort pedestrians across streets, stopping traffic as necessary.
- Communicate traffic and crossing rules and other information to students and adults.
- Report unsafe behavior of children to school officials.
- Record license numbers of vehicles disregarding traffic signals, and report infractions to appropriate authorities.
- Learn the location and purpose of street traffic signs within assigned patrol areas.

## **Position Qualifications**

### **Knowledge, Skills and Abilities**

- Ability to cope with situations firmly, courteously, tactfully and with respect for the rights of others.
- Ability to remain alert at all times and to act quickly and objectively in emergencies.
- Ability to comprehend and pass basic and advanced First Aid courses and be able to utilize these skills in an emergency situation.
- Proven ability to operate a motor vehicle in the state of Pennsylvania.
- Proven ability to read, write, speak and comprehend English is required.
- Proven ability to work as part of a team and to collaborate successfully with others is required.
- Proven ability to adapt to new or changed situations and to show flexibility in making improvements in work processes and operations is required.
- Proven ability to commit to excellence in service and to continuous improvement is required.
- Proven ability to exhibit customer-centered behaviors and to focus on customer needs is required.

### **Education, Training and Experience**

- Graduation from High School or completion of a GED is required.

### **Licenses and Certificates**

- Possession of a valid Pennsylvania State Driver's License is required.

### **Environmental Conditions**

- Walks and stands for several hours in inclement weather.
- Exposed to inclement weather and extreme temperature, including long periods of standing outdoors.
- Works outdoors and indoors with, or without, heat and/or air conditioning.
- Exposure to noise and pollution.

### **Safety Equipment Used or Needed**

- None

### **Comments**

- Must provide PA Child Abuse History Clearance within 30 days of the date of hire.
- Satisfactory passing of drug screening, background investigation and all requirements of the Criminal History Records Act, Chapter 91 of the Pennsylvania Crimes Code is required.

- Works around motorized or moving equipment and machinery.
- This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.