

POSITION TITLE:

Crossing Guard

DEPARTMENT:

Public Services

TITLE OF IMMEDIATE SUPERVISOR:

Recreation Program and Services Coordinator

STATUS/HOURS OF WORK:

Part-time, Seasonal

PURPOSE OF POSITION:

To safely assist pedestrians (especially students/children) at a specified crossing and stopping traffic in accordance with the Ontario Highway Traffic Act, the Occupational Health and Safety Act, and the Township of Zorra policies and guidelines.

RESPONSIBILITIES:

1. Direct and guide pedestrians (including students and youth) across streets during the school year, stopping traffic as required, in accordance with the Ontario Highway Traffic Act, the Occupational Health & Safety Act, and Corporation guidelines on designated roadways.
2. Direct traffic movement using signs and hand signals.
3. Relay information in a clear and concise manner while handling potentially stressful situations.
4. Communicate crossing rules and other information to students and adults.
5. Be courteous to students and other pedestrians using the crosswalk.
6. Note any unusual conditions at your crosswalk before students arrive. (Buildup of ice and snow, traffic lights out, signs blocking vision, construction, etc.).
7. Document and communicate all incidents and/or unsafe conditions to management, school officials and/or Police.
8. Record license plates of vehicles disregarding traffic signals and report infractions to appropriate authorities.
9. Recognize road hazards and exercise good judgement when interrupting the flow of Traffic.

10. Adhere to emergency vehicle right of way, ensuring they have priority over both vehicular and pedestrian traffic.
11. Wear mandatory safety equipment and clothing supplied by the Township of Zorra.

QUALIFICATION REQUIREMENTS:

A Police Vulnerable Sector Check is required.

Must have the ability to remain alert and perform responsibilities quickly and safely.

Must have excellent customer service skills and ability to communicate clearly and effectively with school children, pedestrians, residents, school officials and police.

Must be able to move briskly and repeatedly in and out of intersection and stand for 45 to 60 minutes at a single time, in all weather conditions.

Must be able to extend an arm out parallel to shoulder holding a "STOP" sign (weight of approximately 5 pounds) for up to one minute frequently

Must be able to effectively see and hear oncoming traffic at a safe distance (approximately 300 feet).

KNOWLEDGE AND SKILLS:

Knowledge of the Occupational Health and Safety Act and the Highway Traffic Act as it relates to the job is an asset.

Previous experience and knowledge dealing with the public sector and/or children is an asset.

Good communication and public relation skills.

WORKING RELATIONSHIPS:

Internal: Usual co-operation and courtesy with all Township staff.

External: Provides safety measures; responds to complaints; maintain a tactful relationship with all members of the general public.

Supervisory: Receives assignments, guidance, and encouragement from the Supervisor of Recreation & Facilities.

IMPACT OF ERROR:

Working in an unsafe manner can lead to personal harm, public annoyance, and unfavourable public relations.

WORKING CONDITIONS:

The position is part time Monday to Friday 1 to 2 hours per day.

Works in compliance with the Ontario Highway Traffic Act, the Occupational Health and Safety Act, and the Township of Zorra policies and guidelines.