

An opening for the position of **Crossing Guard** exists in the Police Department, City of Laurel, Mississippi.

Purpose of Position

Ensure safety of school children and other pedestrians.

Essential Duties and Responsibilities

- Ability to direct traffic
- Ability to work in all types of weather
- Be available during school week / hours
- Must possess strong communication skills
- Must be able to read and understand street signs and directions

Perform other duties as directed

Job Context

The Crossing Guard is a part-time, permanent position in the City of Laurel Police Department. The immediate supervisor for this position is the Deputy Chief. The person in this position is supervised on a daily basis and has no supervisory authority. The Crossing Guard works ten (10) regular hours per week, Monday through Friday, during the regular school year. The person in this position will assist children in crossing the street on their way to and from school. Crossing guards provide safe crossings of the roadways and model appropriate street skills and behavior for children.

Certification, Education and Experience

Certification: A valid Mississippi driver's license is required for this position.

Education: A high school diploma or its equivalent is *preferred* for this position.

Experience: No experience is required for this position.

Knowledge, Skills and Abilities

Knowledge:

Locations of City properties

Proper grammar and proper use of English in speaking and writing

OSHA standards and regulations concerning employee safety

Federal and state statutes concerning the work of the department

Mathematical skills, including addition, subtraction, multiplication and division

General functions and operations of municipal government

Skills and Abilities:

Communicate effectively with other city employees and the public

Work in all weather conditions

Work as a team member with other employees

Work autonomously when necessary

Handle multiple tasks simultaneously with frequent interruptions

Deal with others in a professional manner

Maintain professional composure in heated situations

Follow departmental and City procedures

Physical Requirements:

Must be able to lift and hold traffic sign for extended periods of time

Must be capable to extending the hands and arms in any direction; handling, seizing, holding, grasping, turning, or otherwise working with the hands/fingers

Must be able to turn head and body to observe traffic and children approaching

Must be able to sit and stand for long periods of time.

Must have sufficient vision to observe vehicles and pedestrians, read signs, and recognize potentially dangerous traffic situations and environmental hazards such as potholes, ice, sidewalk obstructions.

The duties listed in this job description are illustrations of the various types of work that may be required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical to the position. This job description is subject to change by the employer as the needs of the employer change.

Salary: \$8.48 hourly

The city of Laurel is an Equal Opportunity Employer. The City of Laurel does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of service

Applicant must provide the following documents to Human Resources, 401 North 5th Avenue (3rd Floor City Hall) Room 302:

- **WIN Job Center referral**
 - **Valid Mississippi Driver's License**
 - **Social Security Card**
 - **High School Diploma or Equivalent *preferred***
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