

Crossing Guard

Open Competitive Examination

NOTE: Part-time employees are appointed by and serve at the will of the Department Head.

This is a part-time position with limited hours, generally 15 hours per week.

DEFINITION

Under general supervision, escorts children across an assigned intersection; controls traffic when children are in the intersection; enforces safety regulations; and performs related duties as assigned.

Crossing Guard is distinguished from other Public Safety classes by its very limited scope of directing traffic and ensuring the safety of students in walkways, intersections and parking areas.

IMPORTANT AND ESSENTIAL DUTIES

Duties may include, but are not limited, to the following:

- Either controls traffic at designated intersections by mechanical or hand signals in order to permit students and other pedestrians to cross the street safely.
- Controls students at intersections and restrains them from crossing until it is determined to be safe; when appropriate, escorts students through intersections.
- Remains visible during enforcement hours and assists the public as needed.
- Calls for emergency assistance and notifies the school in case of accident or emergency.
- Records and reports the license number of motor vehicles whose drivers disobey the crossing guard's instructions or disregard safety rules in other respects; reports to the school principal the names of students disobeying the crossing guard's instructions.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Safety policies and safe work practices applicable to assisting students and the public.
- Customer service practices.
- Methods and techniques of basic first aid and CPR.

Ability to:

- Learn to operate crossing guard equipment safely and effectively.
- Learn, understand and explain street-crossing procedures.
- Remain alert and attentive during working hours.
- Remain calm and use good judgement in emergency situations.
- Perform basic first aid.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Establish and maintain effective working relationships with all those encountered in the course of work.
- Understand and speak Spanish is highly desirable.

EXPERIENCE AND TRAINING GUIDELINES

A typical way to obtain the knowledge, skills and abilities would be the following:

Training

- High School graduation or its equivalent is required.
- Experience working with children is preferred.

EXPERIENCE AND TRAINING GUIDELINES (continued)

Special Requirements:

- Annual certification for CPR and First Aid are required with three months of appointment and during the course of employment.
- Must possess and maintain a valid California Class C Driver License, and maintain insurability under the City's vehicle insurance program during the course of employment with the City.
- May be required to work various shifts as needed.

Physical Requirements:

Essential duties require the following physical abilities and environmental conditions:

Required to regularly sit, walk and stand; required to talk and hear in person and by telephone; reach with hands/arms; feel and handle objects using hands and fingers; operate tools or controls using hands and fingers; perform repetitive movements with hands and wrists; frequently required to lift up to 10 pounds unaided

Frequently works in outdoor weather conditions near heavy traffic

Specific vision abilities required for this job include close vision and the ability to adjust focus.



SALARY AND BENEFITS

\$15.50 - \$18.32 Per Hour

Minimal benefits are applicable.

APPLICATION PROCESS

All interested applicants must complete a City application. The Personnel Division must be in receipt of the completed application prior to the announced filing deadline. Resumes in lieu of applications, incomplete applications and late applications will not be considered.

Applications are screened for relevant education, experience and/or licensing requirements as stated on the employment opportunity bulletin. Those persons most qualified may be required to compete in any combination of written, oral or performance examinations.

Applicants who require special testing arrangements must contact the Personnel Division prior to the final filing date. Candidates who successfully pass the examination process are placed on an eligibility list.

In compliance with the Immigration Reform & Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation.

All employment offers are conditional based upon the successful completion of a medical examination and drug screen performed by the City's designated physician, at City expense.

You may pick-up an application at San Fernando City Hall (117 Macneil Street, San Fernando); OR via email (personnel@sfcity.org); OR you may download an application online (SFCITY.ORG/Hiring-Now).

Please forward all correspondence and questions to:

**City of San Fernando
Personnel Division
117 Macneil Street
San Fernando, CA 91340
(818)898-1221**

ABOUT THE CITY

Only 23 miles north of downtown Los Angeles, the City of San Fernando is nestled at the foothills of the San Gabriel Mountains in the San Fernando Valley. Incorporated in 1911, San Fernando has a population of approximately 25,000, and is a diverse, family-oriented community of about 2.4 square miles.

San Fernando is surrounded by the City of Los Angeles, but offers a small town atmosphere, and a well-planned blend of residential, commercial and industrial development. Once a land of farms and ranches adjoining the Mission de San Fernando Rey, the City is now a vibrant center of manufacturing and commerce. The community enjoys a sweeping view of the San Gabriel foothills and maintains access to Los Angeles and other commercial centers, thanks to a network of freeways and nearby airports. The weather in San Fernando is Mediterranean, with average annual rainfall of 12 – 17 inches, and 44% humidity. Temperatures range from highs of 90 degrees in summer to lows of 47 degrees in winter.

Public educational opportunities in San Fernando include four elementary schools, a middle school, two high schools, and two adult schools. The City also houses two charter schools and a private junior/senior high school. Los Angeles Mission College, Los Angeles Valley College, California State University at Northridge are close by for higher education. The City combines modern metropolitan conveniences with a close-knit community of friendly, civic-minded residents.

The City of San Fernando does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or other legally protected status in employment or the provision of services. The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revoked without notice.

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INVITES APPLICATIONS FOR

Crossing Guard (Part-Time)

Open Competitive Examination

SALARY

\$15.50 - \$18.32 Per Hour

FILING DEADLINE:

**OPEN UNTIL FILLED
Apply Immediately**