

## CROSSING GUARD

### THE POSITION

The City of San Fernando is seeking an experienced and responsible professional to become a Crossing Guard in our Police Department.

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 & ESSENTIAL DUTIES

The duties listed in this bulletin are intended only as illustrations of the various types of work that may be performed. The complete job specification may be found here:

[SFCITY.ORG/Hiring-Now/#Job-Specs](http://SFCITY.ORG/Hiring-Now/#Job-Specs)

- 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.

### IMPORTANT & ESSENTIAL DUTIES - CONTINUED

- 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.

### EXPERIENCE AND TRAINING GUIDELINES

#### 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 - CONTINUED

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

#### Experience:

- Experience working with children is preferred.

#### Training:

- High School graduation or its equivalent is required.

#### Special Requirements:

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

#### Physical Abilities & 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.

## COMPENSATION & BENEFITS

**Hourly Salary: \$16.50 - \$20.06**

*NOTE: This is an at-will, part-time position with minimal benefits.*

**BILINGUAL BONUS** \$50 per month upon passing Bilingual Spanish exam.

**TUITION REIMBURSEMENT** Up to \$1,500 per fiscal year for approved courses.

## HOW TO APPLY

### DOWNLOAD AN APPLICATION

- Visit [SFCITY.ORG/Hiring-Now](http://SFCITY.ORG/Hiring-Now)
- Scan the QR Code
- Pick-up at San Fernando City Hall (117 Macneil St, San Fernando)



### SUBMIT APPLICATION OR QUESTIONS TO:

City of San Fernando Personnel Division  
117 Macneil Street, San Fernando, CA 91340  
[Personnel@sfcity.org](mailto:Personnel@sfcity.org) | (818) 898-1221

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.

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. 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.



### 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. The City of San Fernando is a full-service General Law City with in-house Police, Public Works, Finance, Community Development, Recreation and Community Services, City Clerk and Administration departments. The City contracts for fire services with the City of Los Angeles. The City is governed by a five-member City Council who serves four-year terms, with a Mayor appointed every year, on a rotating basis, by a majority vote of the City Council.



INVITES  
APPLICATIONS  
FOR

## SAN FERNANDO POLICE DEPARTMENT

## CROSSING GUARD (PART-TIME)

Open Competitive Examination

HOURLY SALARY  
**\$16.50 - \$20.06**

FILING DEADLINE  
**OPEN UNTIL FILLED  
APPLY IMMEDIATELY**