

City of San José
CLASS SPECIFICATION

TITLE: School Crossing Guard PT (2441)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Police	School Safety Supervisor	Non-exempt

CLASS SUMMARY

Under immediate supervision, assists children and other pedestrians safely across streets in school zones, and reports problems requiring possible police action. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This class is the lowest level in the School Safety Series. It differs from the higher level of School Safety Supervisor in that incumbents of the latter supervise School Crossing Guards. This class may also receive supervision from Parking & Traffic Control Officers or Police Officers.

QUALIFICATIONS

Minimum Qualifications

Education and Experience: Completion of eighth grade.

Required Licensing (such as driver's license, certifications, etc.)

- Possession of a valid State of California driver's license may be required for some assignments.
- As a condition of employment, incumbents may be required to use their personal vehicles in performing the job duties.
- Incumbents opting to participate in special event traffic control assistance must complete an initial Flagger training course in accordance with Cal OSHA regulations and refresher training every three years.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

- Job Expertise Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.
 - -Demonstrates the ability to recognize traffic hazards and make decisions for the control of traffic and for the safe conduct of school children.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills; displays openness to other people's ideas and thoughts.
- Customer Service - Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently using professional demeanor.

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- Teamwork & Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.

Additional Competencies and/or Desirable Qualifications
(Competencies, knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)

Knowledge of:

- Traffic control techniques and procedures
- Knowledge of the traffic laws of the State of California and the City of San Jose

Ability to:

- Analyze situations and to adopt effective courses of action
- Be tactful and courteous but firm with the public

DUTY NO.	<u>TYPICAL CLASS ESSENTIAL DUTIES:</u>(These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
1.	Controls school crossings, street traffic, and the conduct of school children and selects safe crossing times.	Daily
2.	Reports on violations of motorists and conduct of school children.	As Required
3.	On a voluntary basis and upon completion of appropriate training, may direct vehicular and pedestrian traffic at assigned intersections or other city locations for special situations such as events.	As Required
4.	May set up cone and/or road flare patterns.	As Required
5.	Gives general assistance or directions to the public as appropriate.	As Required
6.	Performs other duties of a similar nature or level.	As Required

*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

PHYSICAL/ENVIRONMENTAL ELEMENTS

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

Possess ability to:

- Move between/within work areas, including but not limited to sitting, standing, and walking on various surfaces including up and down curbs, turning, bending, grasping, and making repetitive hand movements;
- Maintain strength, stamina, and mobility to perform light to medium physical work, including standing, sitting, walking the crosswalk, and holding the STOP paddle shoulder-high so that sign is displayed to vehicles approaching the crosswalk;
- Lift, carry, push, and pull materials and objects averaging a weight of 10 pounds, including loading and unloading vehicle with equipment, such as traffic cones and STOP paddles;
- Be exposed to unpredictable working conditions including but not limited to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, dust, and air contaminants;

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- See, hear, and take quick action to physically avoid traffic hazards for both crossing pedestrians and themselves;
- Use a standard mouth whistle and blow hard enough to make a loud whistle sound;
- Hold a standard mouth whistle in mouth for extended periods of time;
- Must possess the ability to stop/direct traffic and pedestrians while holding a stop sign in one hand and an electronic whistle in the other hand throughout the entire shift;
- Must wear specialized uniform and weather gear.

CLASSIFICATION HISTORY *Created 5/80; Rev. 6/86, 11/89, 12/29, 12/14, Rev. 04/22; s003*