



Post Date: March 17, 2014
Removal Date: Open Until Filled

CITY OF GAUTIER VACANCY ANNOUNCEMENT

POSITION: School Crossing Guard
DEPARTMENT: Police Department
HOURS: Part-time (Work hours are during the School Year when school is opening or closing)
SALARY: \$13.00 per hour

DUTIES: This is specialized work in the control of traffic in conjunction with the movement of children to and from school and is limited to those hours when school is opening or closing. A School Crossing Guard may exercise supervision over one or more children acting as school patrols.

MINIMUM EDUCATION AND EXPERIENCE: High school diploma or GED is required.

REQUIRED DOCUMENTS: Must provide proof of high school diploma or GED with application.

(Job description with minimum requirements attached.)

INTERNAL APPLICANTS: Please contact Venice A. Barnett, HR Generalist at Gautier City Hall or call (228) 497-8000 Ext. 308 or email: hr@gautier-ms.gov

EXTERNAL APPLICANTS: Apply at Gautier City Hall, 3330 Highway 90, Gautier, MS 39553 or visit us online at www.gautier-ms.gov for instructions on how to apply.

APPROVED by: Venice A. Barnett, HR Generalist **DATE:** March 17, 2014

XC: Civil Service Commission (3)
City Clerk Department
Clearwater Solutions, LLC
Economic Development/Planning Department
Finance Department
Fire Department (3)
Human Resources Department
Police Department
Public Works Department (2)



The City of Gautier is an Equal Opportunity Employer. Persons are considered for all positions without regard to race, color, sex, age, religion, national origin, veteran or handicapped status. The City of Gautier will attempt to meet any reasonable request for accommodation in the hiring process in accordance with Title II of the ADA.



SCHOOL CROSSING GUARD

Department:	Police Department	Pay Rate:	\$13.00 per hour
Reports To:	Police Sergeant	Exempt (Y/N):	N/A
Competitive (Y/N):	N/A		

SUMMARY:

This is specialized work in the control of traffic in conjunction with the movement of children to and from school and is limited to those hours when school is opening or closing. A School Crossing Guard may exercise supervision over one or more children acting as school patrols.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Any one position may not include all of the specific duties listed, nor do the examples cover all the duties that may be performed)

- Provide for the safe transit of children across roadways in the immediate vicinity of the assigned school zone crossing.
- Remains at post to assure that tardy children cross streets safely
- The crossing guard must be available to substitute in alternate locations, if deemed necessary.
- Reports children who fail to cooperate to immediate superior or principal
- Reports any traffic hazards observed to the police
- Performs any other duties as directed by the Police Sergeant.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

- Good knowledge of traffic regulations.
- Ability and willingness to work in inclement weather throughout the year.
- Willingness to work with and having a liking for children.
- Ability to follow oral and written instructions.
- Ability to interact with children and motorists with courtesy and tact.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions, extreme cold and extreme heat. The employee is occasionally exposed to wet and/or humid conditions.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to sit, stand and walk. The employee must be able to give out loud verbal commands in order to effectively direct children safely across the roadway. Specific vision abilities required by this job include vision, peripheral vision, depth perception, and ability to focus.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

High school diploma or general education degree (GED) is required.