

## TOWN OF CARLETON PLACE

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## EMPLOYMENT OPPORTUNITY

The Town of Carleton Place is seeking an individual to fill the position of School Crossing Guard – Supply, with the possibility of permanent seasonal employment.

**Summary:** School Crossing Guards are responsible for helping school children cross busy streets in Carleton Place.

**Qualification/Experience:**

1. Minimum Grade 10 education.
2. An applicable experience would be considered an asset.
3. Superior customer service skills and the ability to work with minimal supervision are imperative, as the successful candidate will be working with a wide variety of individuals including children, Town residents and the public, and will need to immediately report any concerns to the Supervisor.
4. Demonstrate good judgement to be able to determine the timing for safe entry into the flow of traffic.
5. Must be dependable, shift available, physically fit, of good character and possess an understanding of young people.
6. As a condition of employment, a satisfactory criminal record and vulnerable sector screening check dated within the last 30 days will be required.

The 2023 pay grid for the position is \$16.53 - \$21.06 per hour.

A detailed job description, for this position, can be accessed at [www.carletonplace.ca](http://www.carletonplace.ca)

Interested applicants are invited to submit a detailed cover letter and CV outlining your credentials relevant to the position, using PDF or docx format. Please be advised that the Town reserves the right to post its employment opportunities as open until filled. Resume reviews may begin immediately and continue until the posted position is filled and any position can be filled prior to the closing date. Applications will be received on an ongoing basis quoting "School Crossing Guard-Supply by email [hr@carletonplace.ca](mailto:hr@carletonplace.ca)

We thank all applicants for their interest; however only those applicants selected for an interview will be contacted. The Town of Carleton Place is an equal opportunity employer following the rules and regulations set out by the Human Rights Code. Personal information submitted will be used for the purposes of determining suitability for this competition only and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) upon request.



## TOWN OF CARLETON PLACE JOB DESCRIPTION

<b>DEPARTMENT:</b>	Protective Services Department
<b>JOB TITLE:</b>	School Crossing Guard
<b>EMPLOYEE GROUP:</b>	Non-Union
<b>PAY GRID:</b>	3
<b>SUPERVISOR:</b>	By-law Enforcement Supervisor
<b>REVISION DATE:</b>	June 2020

### **POSITION SUMMARY:**

School Crossing Guards are responsible for helping school children cross busy streets in Carleton Place.

### **DUTIES AND RESPONSIBILITIES:**

1. Assists school children in crossing roads safely at designated school crossing locations in accordance with the Ontario Highway Traffic Act, the Occupational Health & Safety Act and the Town's policies and procedures.
2. Wears mandatory safety equipment supplied by the Town of Carleton Place at all times while on duty.
3. Demonstrates good judgement to be able to determine timing for safe entry into the flow of traffic and be capable of crossing the roadway in a quick, orderly and safe manner.
4. Exercises appropriate authority in a confident, decisive, firm, understanding and fair manner to require approaching vehicles to stop at their crossings.
5. Reports and documents any problems e.g. weather conditions (safety related), children, and motorists to the By-law Enforcement Supervisor.
6. Must be punctual and stay for the entire scheduled shift time.
7. Applies safety precautions and procedures in the performance of duties in accordance with the Occupational Health and Safety Act and the Town's policies and procedures.
8. Must be available for the entire school year from September until the end of June.

The above generally describes the duties involved with the position. However, municipal work is varied in nature, employees will be required to perform duties in addition to the above from time to time as directed by the By-law Enforcement Supervisor.

**POSITION REQUIREMENTS:****EDUCATIONAL REQUIREMENTS:**

Minimum Grade 10

**EXPERIENCE:**

Any applicable experience would be considered an asset.

**SKILLS AND ABILITIES:**

1. Superior customer service skills and the ability to work with minimal supervision are imperative, as the successful candidate will be working with a wide variety of individuals including children, Town residents and the public, and will need to immediately report any concerns to the Supervisor.
2. Demonstrate a good judgement to be able to determine timing for safe entry into the flow of traffic.
3. Knowledge of the Occupational Health and Safety Act and Highway Traffic Act.
4. Must be dependable, shift available, physically fit, of good character and possess an understanding of young people.
5. As a condition of employment, a satisfactory criminal record and vulnerable sector screening check dated within the last 30 days will be required.

**WORKING CONDITIONS:**

Must be available to work Monday to Friday split shifts

**PHYSICAL DEMANDS:**

Must be able to stand/and or walk for up to 4 hours per day. The candidate should not have any red/green visual colour perception deficiency. Must be capable of crossing the roadway in a quick, orderly and safe manner

**ENVIRONMENTAL DEMANDS:**

Must be willing to work in all forms of weather, including extremes of heat, humidity, cold, rain, snow, sleet and wind and be capable of working under all types of road conditions, exposure to traffic noise and exhaust from vehicles

**SENSORY DEMANDS:**

Must demonstrate a good judgement to be able to determine timing for safe entry into the flow of traffic

**MENTAL DEMANDS:**

Be able to remain calm and use good judgment in emergency situations.

**SAFETY:**

The Town of Carleton Place believes that all accidents can be prevented. While performing the above duties, employees shall make safety an integral part of every task and job. Employees shall be familiar with the Town's Safety Policy and understand their:

- Right to Participate;
- Right to Know;
- Right to Refuse Unsafe Work; and
- Right to Stop Dangerous Work.

All employees must follow the Town's Health and Safety Policy and comply with the Occupational Health and Safety Act.

**WORKING RELATIONSHIPS:**

<b>INTERNAL</b>	CAO, Department Heads, Support Staff, Members of Council.
<b>EXTERNAL</b>	General Public, Police, School Board Representatives, Children