

## **TOWN OF CARLETON PLACE JOB DESCRIPTION**

DATE: September 4, 2014  
TITLE: School Crossing Guard  
REPORTS TO: Director of Protective Services

### **POSITION SUMMARY:**

The Town of Carleton Place School Crossing Guard program is the responsibility of the Town's Protective Services department. School crossing guards are responsible for helping school children cross busy streets in Carleton Place.

### **JOB RESPONSIBILITIES:**

1. Assist 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 Corporation procedures.
2. Wear mandatory safety equipment supplied by the Town of Carleton Place at all times while on duty.
3. Must demonstrate a good sense of 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. Exercise appropriate authority in a confident, decisive, firm, understanding and fair manner to require approaching vehicles to stop at their crossings.
5. Report and document any problems e.g. weather conditions (safety related), children, and motorists to the Director of Protective Services.
6. Must be punctual and stay for the entire scheduled shift time.
7. Apply safety precautions and procedures in the performance of duties in accordance with the Occupational Health and Safety Act policy of the Town of Carleton Place.
8. Must be available for the entire school year from September until the end of June.

This job profile reflects the general details considered necessary to perform the principle functions and shall not be construed as an interpretation of all work requirements inherent in the job. Applicants are required to demonstrate in their application and in the interview process that their qualifications for the position match those specified. 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 Director of Protective Services.

### **QUALIFICATIONS/SKILLS:**

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 sense of 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. 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.
6. A satisfactory criminal record and vulnerable sector screening check dated within the last 30 days as a condition of employment.

#### **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 CONDITIONS:** Must be able to stand/and or walk for up to 4 hours per day; be available to work split shifts; be able to work in adverse weather conditions; should not have any red/green visual colour perception deficiency; be able to remain calm and use good judgment in emergency situations.

#### **APPROVED:**

Department Head

Employee

C.A.O.