



JOB DESCRIPTION

TITLE: Crossing Guard Supervisor
DEPARTMENT: Police
GRADE: 11
FLSA: Non-exempt
EEO DESIGNATION: Protective Service Workers
REVISION DATE: 11/03/2020

POSITION SUMMARY

Coordinates all crossing guard activity and acts as a liaison between crossing guards and Police Department.

ESSENTIAL FUNCTIONS:

- Ensures that all crossing guard positions are filled at all times, communicating with police when new hires are needed, arranging subs when necessary, filling in as a sub when needed.
- Submits hours to payroll for crossing guards.
- Maintains current roster with contact information and shift schedule for all crossing guards.
- Serves as a liaison between crossing guards and police department, communicating with police when officer support is needed.
- Stores and distributes crossing guard equipment and uniforms and communicates with police when new purchases are needed.
- Monitors each crossing guard at their crosswalk on a regular basis.
- Keeps track of all school schedules and communicates these with crossing guards.
- Provides training for new crossing guards and coordinates annual in-service training with Police Department.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

High School diploma or G.E.D. equivalent required. Must possess a valid Utah Driver License. Must be familiar with Microsoft Office Suite's Word and Excel programs and be able to communicate effectively in writing and verbally. Must have at least one (1) year of experience as a regular crossing guard.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of current Utah traffic laws. Knowledge of emergency procedures relating to traffic control.



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- Able to effectively communicate verbally and in writing and must be able to communicate to various audiences and the public (e.g. other crossing guards, police, children, parents and school employees).
- Must be readily available and responsive via phone, e-mail, and/or in person on a daily basis when school is in session.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Regular and prompt attendance is essential; mental effort is required daily. Some aspects of the job are performed indoors and require sitting, typing and talking on the telephone. Some aspects of the job are performed outside which may subject individuals to exposure to the elements; heat, cold, slippery and wet conditions. Job involves walking and standing for long periods of time; constant seeing and hearing are required to fulfill job responsibilities; job is subject to exposure to environmental and/or physical hazards. Physical readiness is essential and the ability to continuously use motor skills is required in this position.

The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.