

CITY OF BONDURANT

JOB DESCRIPTION

Name _____ Department: City Hall
Title: School Crossing Guard FLSA: Non-Exempt
Date: July 12, 2017 Reports to: City Administrator

PURPOSE OF POSITION / SUMMARY

The School Crossing Guard is under the supervision of the City Administrator and is responsible for the safety of school children crossing the street.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To assist school children in crossing the street in the morning and in the afternoon when classes are finished. It is the responsibility of the School Crossing Guard to halt the traffic, make sure that all traffic has stopped as directed and then allow the school children to pass through the pedestrian zone safely.

OTHER DUTIES/RESPONSIBILITIES

The School Crossing Guard is also responsible for insuring that children are not bothered by strangers in this zone.

PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS

Required Physical Activities: Carrying, Pulling, Balancing, Stooping, Kneeling, Crouching, Reaching, Standing, Walking, Lifting, Grasping, Talking, Hearing.

Physical Characteristics of the Job: Occasional work requiring exertion of up to 20 pounds of force.

Environmental Conditions: The work is performed on a busy street, in an outdoor climate, including freezing temperatures and precipitation.

WORK SCHEDULE

One hour each shift in the morning or afternoon when school is being let out.

EQUIPMENT AND MATERIALS USED:

Stop signs, both solar and hand held.

EMPLOYMENT STANDARDS:

Must be an adult, at least 21 years of age, should have the ability to work well with children. Current compensation information is available from the City Finance Officer.

Information regarding benefits is included in the Personnel Policies Manual. This position may be subject to pre-employment and on-going drug and alcohol screening for cause.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right. This position involves a 6 month probationary period. An evaluation of the employee's performance will be conducted at the end of the probationary period.

Date

Employee's Signature

Date

City Administrator's Signature

The City of Bondurant is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.