

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## SCHOOL CROSSING GUARD REGIONAL SUPERVISOR - PART TIME

<b>JOB CODE: 50020</b>	<b>PAY GRADE: SXGS1</b>	<b>PAY RANGE: \$23.18/HOUR</b>
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### GENERAL DESCRIPTION

Under the general direction of the School Crossing Guard Program Supervisor, performs traffic safety work of ordinary difficulty and responsibility in controlling pedestrian traffic at designated spots where school children cross streets. Member will assist the School Crossing Guard Program Supervisor in management of the crossings and guards assigned to him/her within their region. Work is routine, but requires alertness and presence of mind in hazardous traffic situations. Work is reviewed through observation and results obtained.

**SUPERVISES OTHERS:** Yes

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring
- Reviews subordinates work performance, conducts open and honest performance counseling, appraisals and evaluated conditions of performance, initiates corrective action and/or disciplinary action as necessary
- Ensures subordinates meet agency standard in personal appearance, maintains and accounts for materials and agency equipment as prescribed by Sheriff's Office policy, special or General Orders and Standard Operating Procedures (SOPs)
- Checks on assigned geographical area crossing weekly, and works with each crossing guard on problems concerning that crossing
- Makes arrangements with the Supervisor to ensure the programs needs are met
- Relays any safety hazards or traffic engineering problems that may be occurring at a crossing to School Crossing Guard Program Supervisor
- Serves as the field training officer for any new crossing guards, and also serves as the alternate for that region should a guard be unable to man his/her post
- Supervises the crossing of streets during the hours when children are going to and returning from school
- Assures the safety of children who have to cross hazardous streets
- Sets out cones in designated school zone areas
- Assists in school safety programs such as walk to school
- Attend monthly meetings or training as required
- Regular and reliable attendance is required as an essential function of the position

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- This position may be considered essential and, in the event of an emergency or natural disaster, may be required to report to work
- Participates in Sheriff's Office recruitment and community relations activities as directed
- This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary

## QUALIFICATIONS

- High School graduation or equivalent diploma from an institution accredited by an accrediting body recognized by the U.S. Department of Education (DOE) or licensed as a degree granting institution by the Commission for Independent Education
- Two (2) years experience as a school crossing guard
- Must be Florida Department of Transportation (FDOT) trainer certified
- Must possess a valid Florida driver's license

## KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to interpret laws, ordinances and regulations pertaining to traffic and school zones
- Interest in children's safety
- Ability to exercise independent judgment in emergencies
- Time management skills
- Interpersonal skills
- Problem solving skills
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

## PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. On a single shift members in this position may be required to:

- Meet the minimum hearing and vision requirements as follows:
  - Have 20/30 (or better) corrected vision
  - Must pass hearing with less than or equal to 40 decibels in each ear under the frequencies: 500 Hz, 1,000 Hz and 2,000 Hz
- Walk up to 2 hour per day
- Drive up to 1 hour per day
- Occasionally lift up to 10 lbs.
- Occasionally bend, squat, reach and kneel