

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## SCHOOL CROSSING GUARD PROGRAM SUPERVISOR

<b>JOB CODE: 60103</b>	<b>PAY GRADE: 15</b>	<b>PAY RANGE: \$47,663 - \$76,262</b>
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### GENERAL DESCRIPTION

Under the general direction of the Youth Administrative Division Lieutenant, manages the School Crossing Guard Regional Supervisors and School Crossing Guards. Work is routine, yet requires alertness and presence of mind in hazardous traffic situations. Members will perform traffic safety work of ordinary difficulty and have responsibility in training new and existing school safety officers. 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)
- Makes arrangements with the Lieutenant to see that the program's supply needs are forwarded and fulfilled
- Relays any safety hazards or traffic engineering problems that are occurring at the crossings
- Conducts training and/or public awareness programs on pedestrian safety and school crossing procedures
- Serves as a liaison between Pinellas County Schools, Pinellas County Traffic Engineering, contract cities' public works departments, and the Pinellas County Sheriff's Office on school crossing matters
- Regular and reliable attendance is required as an essential function of the position
- 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

- Graduation from an accredited college or university with an Associate Degree in Business Administration, Public Administration or related field
- Four (4) years' related experience
- Two (2) years' supervisory experience
- Or equivalent combination of education and experience
- Must be able to obtain a Florida Department of Transportation (FDOT) Trainer Certification within the first 90 days of employment
- 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
- Oral and written communications skills
- Problem solving skills
- Maintain effective working relationships with other members of the organization
- 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
- Sit up to 2 hours per day
- Stand up to 2 hours per day
- Walk up to 2 hours per day
- Drive up to 2 hours per day
- Lift up to 25 lbs.
- Occasionally bend, squat, reach and kneel