

## JOB DESCRIPTION & QUALIFICATION SPECIFICATIONS

POSITION:	Crossing Guard
REPORTS TO:	Manager of Public Works and Environmental Services
DEPARTMENT:	Public Works and Environmental Services
EFFECTIVE DATE:	February 2025

### Position Summary:

Under the general supervision of the Manager of Public Works and Environmental Services/or their designate the incumbent is responsible for the safe movement of pedestrians to and from when crossing public roadways and intersections by observing gaps in the traffic and leading the public across the roadway or intersection, during peak times (to and from school).

### Position Qualifications:

The following skills, knowledge, and experience attributes are required:

- Completion of O.S.S.D.
- Prior Crossing Guard experience, an asset
- Effective oral communication and strong interpersonal skills;
- Ability to exercise discretion and tact;
- Excellent customer service skills at a level to develop and maintain cooperative working relationships both within and outside the organization
- Vulnerable Sector Check Is required upon offer of employment
- Ability to work independently with limited supervision;
- The ability to work flexible hours and to prioritize the scheduling needs of the department;
- Problem solving skills.

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**Key Responsibilities:**

This position requires the incumbent to direct and oversee the safety of pedestrians crossing roads and intersections in accordance with the Ontario Highway Traffic Act and the implementation of any directives, policies and programs.

**Specific duties include:**

- Assist school children/pedestrians in crossing road safely at designated school crossing locations in accordance with the Ontario Highway Traffic Act, and Occupational Health and Safety Act.
- Wear and use mandatory safety equipment supplied by the Township of Asphodel-Norwood at all times while on duty;
- Must demonstrate a good sense of judgment and be able to determine timing for the safe entry into the flow of traffic and be capable of crossing the roadway in a quick, orderly and safe manner.

**Mental and Physical Effort:**

The following may be required to perform the job:

- The ability to maintain work relationships with staff, other departments, elected officials, community and business groups.
- The ability to carry, push, and/or pull light to moderate amounts of weight.
- The ability to occasionally stoop, bend, twist, crouch and reach.
- The ability to stand and walk for prolonged periods of time.
- The ability to withstand all weather conditions.

**Working Conditions:**

The following may be required to perform the job:

- The ability to work unusual or call-in hours, to address unplanned absences.
- The ability to handle exposure to moderate levels of noise, dirt and dust.
- The willingness to wear safety equipment will be required.

- The ability to withstand all weather/temperature conditions.

**Communications/Representation:**

- **Internal:**  
Must interact with the Department Manager and internal staff for the purpose of obtaining and sharing information to complete work assignments.
- **External:**  
Must interact with the general public to provide information, ensuring polite and tactful relations at all times.

**Hours of Work:**

Incumbents are required to work as follows:

September – June (School Year)

Monday – Friday: 8:00am – 9:30am and 2:30pm – 4:00pm

Statutory holidays will be paid according to the Employment Standard Act with no time in lieu permitted.

The above descriptions reflect the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position.

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Employee Approval  
Name:

\_\_\_\_\_  
Approval Date

\_\_\_\_\_  
Supervisor's Approval  
Name:

\_\_\_\_\_  
Approval Date