



A Natural Attraction

City of Quinte West

Job Description

Position: Crossing Guard  
Department: Office of the Chief Administrative Officer  
Reports to: Manager of Human Resources

**Purpose and Scope:**

The Crossing Guard is responsible for the safe passage of people (especially students/children) at designated traffic crossings.

**Duties and Responsibilities:**

The position will:

- Direct and guide students across streets during the school year, stopping traffic as required, in accordance with the Ontario Highway Traffic Act, the Occupational Health & Safety Act and Corporation guidelines on designated roadways.
- Direct traffic movement using signs and hand signals.
- Relay information in a clear and concise manner while handling potentially stressful situations.
- Communicate crossing rules and other information to students and adults.
- Obey all regulations to ensure the safe crossing of school children.
- Record licence plates of vehicles disregarding traffic signals and report infractions to appropriate authorities.
- Report the unsafe behaviour of children to school officials or to your Supervisor.
- Report to your crossing on time and stay for the entire scheduled shift. If unable to work, contact your Supervisor as early as possible.

- Dress neatly and wear the assigned attire ensuring high visibility and recognition.
- Be courteous to students and other pedestrians using the crosswalk and motorists.
- Be attentive and alert while on duty.
- Note any unusual conditions at your crosswalk before students arrive. (Buildup of ice and snow, traffic lights out, signs blocking vision, construction, etc.)
- Report problems and unsafe conditions to the Supervisor as soon as possible.

Note: Above duties are representative of a typical position and are not to be construed as all-inclusive.

#### Contacts:

The position will have direct contact with:

Internal: Supervisor of Crossing Guards, Health, Safety and Employee Standards Officer, Manager of Human Resources.

External: Ontario Provincial Police Community Policing Officer, general public, students.

#### Education/Specialized Training/Skills:

The position will require:

- Enthusiastic and personable attitude.
- Possess good observation skills.
- Interaction with children and the general public in a positive manner.
- Positive customer service skills.
- Strong communication skills, both verbal and written.
- Access to a reliable mode of transportation to crossing guard locations.
- A satisfactory vulnerable sector check.

#### Work Experience:

No previous experience is necessary.

Decision Making:

Ability to make quick and accurate decisions while keeping the children safe at all times.

Supervision:

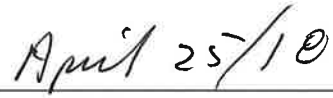
- Not applicable.

Work Environment:

- Regular exposure to outside elements.
- Standing and walking for extended periods of time.



Chief Administration Officer



Date



Manager of Human Resources



Date

