



School Crossing Guard

DeSoto County Sheriff's Office
208 East Cypress Street
Arcadia, Florida 34266

Class Code: 400

Revised 11/06/2018

SALARY RANGE

Hourly

GENERAL DESCRIPTION OF DUTIES:

Provides assistance to children crossing the street, maintains children's safety in traffic, and directs or expedites the flow of traffic at a crossing.

The DeSoto County sheriff's Office affirms and adopts all requirements for employment as set in section 943.13 F.S.

ATTENDANCE:

- Attendance is a mandatory and essential job function. Employees must show up to work and leave work on time.
- Employees must limit breaks and lunches to the allotted time.
- Employees are to use annual and sick time in accordance with General Orders, and provide proper notice of leave to management.

KNOWLEDGE SKILLS AND ABILITIES:

- Ability to communicate effectively verbally and in writing.
- Ability to stand for the duration of each shift (up to an hour) while at an assigned crossing.
- Ability to remain aware of and alert to a variety of environmental factors such as moving vehicles and weather.
- Ability to exercise good judgement and make rapid decisions relating to speed and distance of multiple vehicles, traffic signal cycles, and pedestrian traffic.
- Knowledge of traffic regulations pertaining to school and pedestrian crossings.
- Knowledge of traffic control devices and hand control signals used in directing traffic.
- Skill in interacting with the public, especially children.

TASKS:

- Successfully completes all assignments to specifications within specified timeframe.
- Escorts pedestrians safely across streets.

- Places and removes signs marking the location of the crossing.
- Signals traffic to stop/ resume using hand and / or electronic signal devices.
- Advises pedestrians of violations, dangers, and possible fines of offences.
- Records pertinent information of violators and reports the incident, in writing, to supervisor.
- Performs other related duties as assigned.

POLICIES:

- Volume of work accomplished is consistent with position requirements and produced within quality tolerance standards.
- Works with other team members to achieve group goals by contributing ideas in group settings, accepting ideas contributed by others, operating within team rules, participating in team meetings, working with team members to improve job knowledge and skills, putting team goals over personal goals, and supporting team leaders once decisions are made.
- Follows standard office procedures, safety policies and procedures and agency General Orders.
- Maintains good interpersonal relations with the public, other employees, and supervisors. This policy also relates to the image the employee projects and includes cleanliness and personal grooming.

PHYSICAL ABILITIES:

- Hear and see at normal range or with accommodation.
- Required to stand for long periods, walk at a moderate/ fast pace, step up/ down 4-5 inch street curbs, bend/ squat, and manual dexterity necessary to operate equipment.
- Working conditions are outdoors with exposure to the elements, fumes and/ or outdoor particles.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent (GED) required
- Valid Florida driver license required.
- Must be able to work specific hours in the morning and afternoon.

NOTE:

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The DeSoto County Sheriff's Office does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, veteran status, marital status, familial status, sexual orientation/preference, gender identity, gender expression, political beliefs, disability/handicap, genetics or any other characteristics protected by local, state, or federal law in employment or the provision of service.

Reasonable accommodations will be made for otherwise qualified individuals with a disability.