

An opening for the position of **Crossing Guard** exists in the Police Department, City of Laurel, Mississippi.

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## Purpose of Position

Ensure safety of school children and other pedestrians.

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## Essential Duties and Responsibilities

- Ability to direct traffic
- Ability to work in all types of weather
- Be available during school week / hours
- Must possess strong communication skills
- Must be able to read and understand street signs and directions

## Perform other duties as directed

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## Job Context

The Crossing Guard is a part-time, permanent position in the City of Laurel Police Department. The immediate supervisor for this position is the Deputy Chief. The person in this position is supervised on a daily basis and has no supervisory authority. The Crossing Guard works ten (10) regular hours per week, Monday through Friday, during the regular school year. The person in this position will assist children in crossing the street on their way to and from school. Crossing guards provide safe crossings of the roadways and model appropriate street skills and behavior for children.

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## Certification, Education and Experience

**Certification:** A valid Mississippi driver's license or State Issued Identification Card is required for this position.

**Education:** A high school diploma or its equivalent is *preferred* for this position.

**Experience:** No experience is required for this position.

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## Knowledge, Skills and Abilities

### Knowledge:

Locations of City properties

Proper grammar and proper use of English in speaking and writing

OSHA standards and regulations concerning employee safety

Federal and state statutes concerning the work of the department

Mathematical skills, including addition, subtraction, multiplication and division

General functions and operations of municipal government

**Skills and Abilities:**

Communicate effectively with other city employees and the public  
Work in all weather conditions  
Work as a team member with other employees  
Work autonomously when necessary  
Handle multiple tasks simultaneously with frequent interruptions  
Deal with others in a professional manner  
Maintain professional composure in heated situations  
Follow departmental and City procedures

**Physical Requirements:**

Must be able to lift and hold traffic sign for extended periods of time  
Must be capable to extending the hands and arms in any direction; handling, seizing, holding, grasping, turning, or otherwise working with the hands/fingers  
Must be able to turn head and body to observe traffic and children approaching  
Must be able to sit and stand for long periods of time.  
Must have sufficient vision to observe vehicles and pedestrians, read signs, and recognize potentially dangerous traffic situations and environmental hazards such as potholes, ice, sidewalk obstructions.

*The duties listed in this job description are illustrations of the various types of work that may be required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical to the position. This job description is subject to change by the employer as the needs of the employer change.*

Salary: \$8.90 hourly

*The city of Laurel is an Equal Opportunity Employer. The City of Laurel does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of service*

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**Applicant must provide the following documents to Human Resources, 401 North 5th Avenue (3rd Floor City Hall) Room 302:**

- **WIN Job Center referral**
- **Valid Mississippi Driver's License or State Issued Identification Card**
- **Social Security Card**
- **High School Diploma or Equivalent *preferred***