



City of Neptune Beach Job Description

Job Title:	School Crossing Guard	
Reports to (Title):	Services Division Supervisor	FLSA-Exempt
Department/Division:	Police Department	Salary: \$15.00 per hour

GENERAL SUMMARY:

Performs responsible work directing children and traffic in conjunction with children arriving and departing from school. Work is performed under general supervision and is reviewed through observation and reviews.

DUTIES AND RESPONSIBILITIES:

- Safely assisting children crossing streets to and from school.
- Place school crossing cones in the roadway at designated points near crossings and remove cones at the end of duty.
- Control vehicular traffic at designated crossings to allow children to cross the street safely.
- Control children using crossings to ensure that they obey traffic regulations.
- Take appropriate action with children who fail to cooperate and report such actions to their immediate supervisor.
- Record license numbers of vehicles disregarding traffic signals and report infractions to police.
- Perform all other related duties as required.

Knowledge, Skills, and Abilities:

Knowledge of traffic regulations.

Ability to stand and walk. Ability to hear at normal spoken word levels. Ability to see with peripheral vision to observe general surroundings and activities. Ability and willingness to work in inclement weather throughout the year. Ability to understand and follow oral and written instructions. Ability to exercise tact and courtesy in dealing with children, the public, and public safety personnel.

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent. Must pass a background investigation, physical examination, and drug test. Must be able to obtain and maintain all required certifications.

(These duties and responsibilities are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related duties as required)



City of Neptune Beach Job Description

PERFORMANCE APTITUDES:

Requires the ability to provide guidance, assistance, and/or interpretation to others regarding applying procedures and standards to specific situations.

Requires the ability to carry out instructions furnished in written or oral form.

Requires the ability to exercise judgment, decisiveness, and creativity in situations involving the evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE:

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of balancing, stooping, and standing, and involving some lifting, carrying, pushing, and/or pulling objects and material of moderate weight (05-10 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as sand, salt, dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature extremes, bright/dim light, rain, wind, and cold weather temperatures.

DISCLAIMER: The above information in this description has been designed to indicate the general nature and level of work employees perform within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of employees assigned to this job.

The City of Neptune Beach, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective and current employees to discuss potential accommodations with the employer.

For Office Use Only

Revision Date: 06/09/2023

Previous Revision Date: 10/26/2011; 12/08/08

Previous Title: School Crossing Guard

(These duties and responsibilities are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related duties as required)