

Portage Police Department Job Announcement

POSITION: Part-time (on-call) Crossing Guard – School Term Only

POSITION SUMMARY: The Portage Police Department is looking to supplement the current Crossing Guard staff with additional on-call crossing guards when the “full-time” guards are not available. This position assists students and other pedestrians across the street before and after the school hours. This position reports to the Administrative Lieutenant.

SALARY **15.00 per hour**

SCHEDULE: During the school year, Crossing Guards work at various locations throughout the City of Portage.

The morning hours are between **7:15am-8:10am**

The afternoon hours are between **2:45pm-3:30pm**

EXPECTATIONS: Children and pedestrian safety is our #1 Priority

Crossing guards must be able to:

- Guide students and other pedestrians at intersections and hold them from crossing until it is determined to be safe.
- Stop traffic at designated intersections with a stop sign to allow safe crossing.
- When appropriate, escorts students through intersections; may instruct children, parents, teachers, faculty, bicyclists, motorists and staff in the elements of safety.
- Observe and report traffic issues and unusual incidents relating to pedestrian safety and student welfare to the authorities for appropriate action.
- Communicate with children, pedestrians, teachers, bicyclists, motorists and the general public.
- Remain alert of the surroundings and vehicles.
- Take quick action to physically avoid traffic hazards for crossing both pedestrians and themselves.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- Work in all weather conditions
- Be able to step up and down curbs
- Be able to lift and hold a stop sign for extended amounts of time
- Be able to speak and communicate with the public in a positive and professional manner.
- Physical conditions including the ability to hear, see, and maneuver in crosswalks.
- Keen observations skills (recommended)

HOW TO APPLY:

- Online at www.portagewi.gov/police
- Use the general application form available here:
<https://www.portagewi.gov/wp-content/uploads/2017/09/City-of-Portage-Job-Application-Rev-9.14.2017.pdf>
- Apply in person at the Portage Police Department, 117 W. Pleasant St. Portage, WI or contact Assistant Chief Richard Hoege at Richard.hoege@portagewi.gov
- Successful applicants will have to pass a background check.

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