

**City of Portage  
Position Description**

**Name:**    **Department:** Police

**Position Title:** Adult School Crossing Guard      **FLSA:** Non-Exempt

**Date:** April 21, 2020                      **Reports To:** Community Service Officer / Assistant Chief

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**Purpose of Position**

This position exists to provide safe crossing of school children and other pedestrians in designated areas.

**Essential Duties and Responsibilities**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Wear the appropriate issued reflective clothing depending on the weather.
  
- Arrive at designated area of responsibility with enough time to properly place any assigned sandwich boards, cones, or other traffic warning devices that have been assigned to the designated area before any children have begun to cross toward school in the area.
  
- Use issued stop sign or electronic traffic control signal to control traffic safely escorting children and other pedestrians across the designated crossing area while allowing vehicular traffic enough time to come to a safe stop. Duty is only to stop traffic for children or other pedestrians crossing, not to direct traffic in direction or flow.
  
- Wait for a natural break in traffic holding children and other pedestrians. While waiting engage children in conversation providing them with information on safe crossing rules and protocols.
  
- Observe the crossing, road, sidewalks, and route to the school for any hazards, safety concerns or suspicious circumstances.
  
- Prepare written report for supervisor of any traffic violations or juvenile misbehavior which would be a significant safety concern.
  
- Ability to perform all essential functions
  
- Ability to use cell phone to call 911.
  
- Performs other duties as needed.

**Minimum Training and Required to Perform Essential Job Functions**

- Complete training program provided by Portage Police Department

## **Minimum Physical and Mental Abilities Required to Perform Essential job Functions**

- Ability to safely stop traffic and keep children safe at designated crossing areas.
- Ability to use all issued equipment including but not limited to lifting and holding stop sign for extended periods of time.
- Ability to hear in a normal conversation and to communicate orally in a clear manner.
- Ability to discriminate and perceive colors, sounds, and smells.
- capable of clearly seeing and discriminating depth perception of approaching children and vehicles.
- Ability to be outside in adverse weather for extended periods of time.
- Ability to step up and down curbs numerous times.
- Ability to convey a positive attitude toward pedestrians and children.

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## **Language Ability and Interpersonal Communication**

- Ability to communicate effectively with general public and city personnel.
- Able to convey or exchange information including receiving instructions from supervisors.

## **Environmental Adaptability**

- Work is performed outdoors in varying weather conditions with corresponding hazards.

The City of Portage 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 encourages both prospective employees and incumbents to discuss potential accommodations with the employer.