

We're Hiring

School Crossing Guards

Part-Time and Per Diem

Candidates must be:

- 18 years or older
- Of good moral character
- Willing to work in all types of weather conditions

Starting
\$17/hour



Applications are available at:
Livingston Town Hall
357 S. Livingston Avenue

For more information, please contact:
Lieutenant Drumm
(973) 992-5000 ext. 3199



JOB DESCRIPTION

JOB TITLE: CROSSING GUARD
DEPARTMENT: Police Department – Traffic Division
REPORTS TO: Lieutenant – Traffic Division
GRADE LEVEL: PT-5
STATUS: P/T, Regular, Non-Exempt
HOURS/WEEK: 1-3 hours per day
Mornings and/or afternoons depending on assigned shift

*Job specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

1. **SUMMARY**

Performs responsible human support work directing traffic in conjunction with the moving of children to and from school; does related work as required. Provide safe crossings of the roadways and model appropriate street skills and behavior for children.

Work is performed under regular supervision.

2. **SUPERVISORY RESPONSIBILITIES**

N/A

3. **PHYSICAL DEMANDS AND WORKING CONDITIONS**

Office Other – Explain: Work is performed outside at designated, assigned locations for the safety of crossing children at intersections during mornings and afternoons

- Frequently required to stand, walk, talk, hear, balance, and reach with arms
- Ability to work in outside weather conditions exposed to heat, cold, wet or humid conditions.
- Frequently must lift, move and carry up to 5 pounds and occasionally up to 20 pounds.

4. ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Places school sentinel signs in the roadway at designated points near crossing and removes them before going off duty.
- Controls vehicular traffic at designated crossing to allow children to cross safely.
- Controls children using the crossing to ensure that they conform to traffic regulations.
- Takes appropriate action with children who fail to cooperate and reports such action to their immediate supervisor.
- Performs other duties as assigned by management.

5. KNOWLEDGE, SKILLS AND ABILITIES

- Some knowledge of traffic regulations.
- Knowledge of the safety precautions to be taken in the movement and direction of children at intersections.
- Knowledge of the types of conditions requiring police intervention.
- Ability to communicate effectively orally and in writing and to follow written and oral directions.
- Ability to establish and maintain effective working relationships with associates and the general public.
- Ability to read, write, speak, understand and communicate in English sufficiently to perform the duties of the position.

6. EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Education/Experience: Any combination of education and experience equivalent to graduation from high school.

Licensing &/or Certifications: N/A

Special Requirements: May require a driver's license valid in the state of New Jersey. Training by the Livingston Police Department required.