



Position Synopsis and Purpose

The municipal crossing guard ensures the safe passage of pedestrians during the school season. The designated school zone crosswalk is at the intersection of Parkhill Main Street and Tain/Leonard Street in Parkhill. The position involves alerting drivers to stop for the safe crossing of children and signaling for the traffic to go when appropriate.



Responsibilities

- Signal drivers to stop for the safe crossing of school children and alert traffic to go at the appropriate time.
- Maintain visibility by wearing high-visibility clothing and using appropriate signage and equipment.
- Escort children across the street as they travel to and from school.
- Communicate crossing rules to children and promote understanding of road safety.
- Record incidents involving vehicles to police or supervisor and prepare incident report in coordination with supervisor where required.
- Notify the school of situations or road incidents regarding children crossing the streets.
- Contact supervisor to ensure shift coverage during absence.
- Advise the municipality of any hazardous work conditions affecting the work location and the safety of children.
- Ensure the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
- Perform other duties as required.

This job description is intended to relay information that describes the general responsibilities, tasks and processes involved in performing the duties of this job in each of the respective departments. It is not intended to be a comprehensive list of tasks or a detailed step-by-step job manual.

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



Preferred Qualifications

Education (degree/diploma/certifications)

- High School diploma or equivalent.

Experience

- Considered an asset, training provided.

Knowledge/Skill/Ability

- Ability to work independently without supervision.
- Ability to perform all physical requirements of the position.
- Ability to walk children safely across streets.
- Ability to stand for extended periods.
- Ability to lift and carry signage.
- Visual and hearing ability to recognize traffic from a safe distance (300 feet).
- Excellent communication and interpersonal skills.

Other Requirements

- As a condition of employment, the incumbent must provide a successful vulnerable person screening and background check.



Work Setting

Work Conditions

- Work primarily takes place outdoors in various weather conditions.
- Shifts are early mornings and mid-afternoons.
- Interaction with vehicular traffic and pedestrians requires a high level of alertness and attention to safety protocols.

The Municipality of North Middlesex is an Equal Opportunity Employer. Accommodation will be provided upon request in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will only be used for the purposes of candidate selection.



Position Classification

Position Title	Crossing Guard
Division	Community Services
Department	Parks and Recreation
Classification	Union
Branch	N/A
Reports to (Direct)	Director of Community Services
Equivalency Code	N/A
Hours per Week	10 (2 hours/day, 1 hour morning crossing, 1 hour afternoon crossing)
Effective Date	January 1, 2024
Revision Date	