

	<h2 style="margin: 0;">CITY OF MINNEOLA</h2>		
	<p>Mailing Address: P.O. Box 678 Minneola, FL 34755 Phone (352) 394-3598</p>	<p>Physical Address: 800 North U.S. Highway 27 Minneola, FL 34715 Fax (352) 394-0051</p>	
<p>Job Title:</p>	<p>School Crossing Guard</p>	<p>Pay Grade</p>	<p>106</p>
<p>General Description: Under general supervision, performs entry-level protective service work. An employee in this class is responsible for the safe and orderly crossing of school-age children at his/her assigned location.</p>			
<p>Responsibilities:</p> <ul style="list-style-type: none"> Provides assistance to children crossing streets and/or highways to/from schools. Maintains order by directing children to proper crossing areas and encourages behavior conducive to safe travel. Teaches and demonstrates proper safety habits in walking and bicycling. Utilizes safety precautions through crossing areas as appropriate. Provides other assistance to children as needed. Is attentive to situations and/or conditions that could be potentially hazardous to pedestrians and/or motorists, and reports these conditions to the appropriate agency. Provides immediate assistance in the event of an accident or incident in his/her assigned area resulting in the injury of a pedestrian and/or motorist. Maintains a high visibility to the public in order to assure compliance to traffic regulations and deter traffic violations. Observes and reports to law enforcement, chronic moving and non-moving motor vehicle violations. Maintains equipment in a state of good repair and appearance. Assist other departments as necessary. May be required to work extended hours in emergency situations. Performs other duties as assigned. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. 			
<p>Job Location:</p>	<p>Minneola School Zones</p>	<p>Job Role</p>	<p>School Crossing Guard</p>
<p>FLSA Status</p>	<p>Non-Exempt</p>	<p>Department</p>	<p>Code Enforcement</p>
<p>Employment Status:</p>	<p>Part-time (Seasonal)</p>	<p>Employment Type:</p>	<p>Employee</p>
<p>Manages Others</p>	<p>No</p>		

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<p>Knowledge, Skills, & Abilities:</p> <ul style="list-style-type: none"> • Ability to interact cordially and communicate with the public. • Effective oral and written communication skills. • Active listening skills. • Ability to assess and evaluate situations effectively. • Ability to identify critical issues quickly and accurately. • Attention to detail. • Ability to follow directions both orally and written. 			
<p>Minimum Requirements:</p> <p>Graduation from high school or equivalent. Crossing Guard Certification or experience work with Elementary School age children is desirable. Must possess a valid Florida Driver License. Must obtain crossing guard certification. Must reside within twenty-five (25) miles from Minneola’s city limits.</p>			
<p>Physical Requirements:</p> <p>Acceptable eyesight (with or without correction). Acceptable eyesight includes, but not limited to depth perception, close, distance, peripheral, and color vision. The ability to adjust focus. Acceptable hearing (with or without hearing aid). Acceptable dexterity in fingers and hands. Must be able to: Stand, talk, use hands and fingers, reach with hands and arms, twist, stoop, and lift. Light work is required. Employees in this class must be in good physical condition to perform duties assigned. Work may include long periods of standing and walking.</p>			
<p>Environmental Conditions:</p>	<p>Work is outdoors with exposure to dust, pollen, extreme heat and/or cold, wet or humid conditions, bright and/or dim light, heat and/or cold, wet or humid conditions, extreme noise levels, animals/wildlife, fumes or noxious odors, traffic and moving machinery.</p>	<p>Education/ Certifications</p>	<p>Graduation from High School or equivalent. Crossing Guard Certification or experience work with Elementary School age children is desirable.</p>

Note: This Job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job. (Reasonable accommodations will be made in accordance with existing A.D.A. requirements for otherwise qualified individuals with disabilities).

Employee Signature

Date

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