



# City of New Philadelphia, Ohio

## JOB DESCRIPTION

<b>Division/Department:</b> Police		
<b>Location:</b> Various locations across the City at the intersections		
<b>Job Title:</b> Crossing Guard		
<b>Reports to:</b> Captain		
<b>Supervises:</b> N/A		
<b>Hours:</b> Maximum 29 per week, as scheduled by supervisor.		
<input type="checkbox"/>	<b>EXEMPT</b>	<input checked="" type="checkbox"/> <b>NON-EXEMPT</b>
<input type="checkbox"/>	<b>BARGAINING</b>	<input checked="" type="checkbox"/> <b>NON-BARGAINING</b>
<b>SUMMARY OF POSITION</b>		
This position is responsible for the crossing of adults and children at crosswalks at various locations in the City.		
<b>EDUCATION REQUIREMENTS</b>		
<ul style="list-style-type: none"> <li>High school diploma or GED, or equivalent training or experience.</li> <li>Reasoning: <ul style="list-style-type: none"> <li>Ability to solve practical problems through the use of critical thinking skills.</li> <li>Interpret a variety of written and oral instructions.</li> </ul> </li> </ul>		
<b>CERTIFICATION AND/OR LICENSURE REQUIREMENTS, KNOWLEDGE, SKILLS, AND ABILITIES</b>		
<ul style="list-style-type: none"> <li>High school diploma or GED</li> <li>Valid Ohio driver's license</li> </ul>		
<b>SPECIFIC DUTIES INCLUDE, BUT ARE NOT LIMITED TO:</b>		
<ul style="list-style-type: none"> <li>Performs the function of crossing children and adults at intersections during school hours.</li> <li>Works during all types of inclement weather such as rain, snow, etc.</li> <li>Performs other work or duties assigned by supervisor or designee.</li> </ul>		
<b>WORK EXPERIENCE REQUIREMENTS</b>		
<ul style="list-style-type: none"> <li>Ability to stand for periods of 1½ hours.</li> <li>Ability to perform all required duties, both mentally and physically.</li> <li>Ability to work as a team member and maintain a working relationship with other workers.</li> <li>Ability to work independently and is self-supporting.</li> </ul>		
REVIEWED BY	Joseph Skinner	<i>Title:</i> Captain
APPROVED BY	Joel B. Day	<i>Title:</i> Mayor

The City of New Philadelphia is an Equal Opportunity Employer (EOE), Minority/Female/Veteran/Disabled, offering a great work environment, challenging career opportunities, and competitive compensation.