



City of New Philadelphia, Ohio

JOB DESCRIPTION

Division/Department: Police

Location: Various locations across the City at the intersections

Job Title: Crossing Guard

Reports to: Captain

Supervises: N/A

Hours: Maximum 29 per week, as scheduled by supervisor.

EXEMPT

NON-EXEMPT

BARGAINING

NON-BARGAINING

SUMMARY OF POSITION

This position is responsible for the crossing of adults and children at crosswalks at various locations in the City.

EDUCATION REQUIREMENTS

- High school diploma or GED, or equivalent training or experience.
- Reasoning:
 - Ability to solve practical problems through the use of critical thinking skills.
 - Interpret a variety of written and oral instructions.

CERTIFICATION AND/OR LICENSURE REQUIREMENTS, KNOWLEDGE, SKILLS, AND ABILITIES

- High school diploma or GED
- Valid Ohio driver's license

SPECIFIC DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

- Performs the function of crossing children and adults at intersections during school hours.
- Works during all types of inclement weather such as rain, snow, etc.
- Performs other work or duties assigned by supervisor or designee.

► Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the City.

WORK EXPERIENCE REQUIREMENTS

- Ability to perform all required duties, both mentally and physically.
- Ability to work as a team member and maintain a working relationship with other workers.
- Ability to work independently and is self-supporting.
- Ability to frequently reach above shoulder.
- Ability to occasionally bend, squat/kneel, and twist/turn.
- Ability to frequently lift up to ten (10) pounds.
- Ability to walk/stand continuously for eight (8) hours with break.

REVIEWED BY

Joseph Skinner

Title: Captain

APPROVED BY

Joel B. Day

Title: 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.