



TOWN OF MANCHESTER



POSITION AVAILABLE

SCHOOL CROSSING GUARD (Manchester Police Department)

\$16.50/hour

Part-time; up to 39 hours biweekly during the school year

APPLICATIONS ACCEPTED ON A CONTINUOUS BASIS

SUMMARY OF POSITION: Under general direction of the Chief of Police, controls pedestrian and vehicular traffic at school area street crossings.

REQUIREMENTS: Ability to understand both written and oral instructions; ability to give understandable directions both verbally and by signals; ability to use good judgment in regulating the flow of pedestrian and vehicular traffic; ability to gain cooperation of others and to relate well with children; ability to enforce safety instructions effectively; considerable ability to withstand the effects of inclement weather; ability to perform duties requiring not more than average physical strength, stamina and agility. No specialized education or experience is required. Training will be provided. Works under general direction of the Chief of Police who shall make rules for conduct and the operations of school crossing guards and fix duty hours of said guards.

APPLICATION INSTRUCTIONS:

Applications are available in the Human Resources Department, or on our website at <https://www.manchesterct.gov/Employment-Opportunities>. Applications may be mailed to the Human Resources Department, or dropped off in person. Applications will be accepted in the Human Resources Department on a continual basis. The Town reserves the right to limit the number of applications it accepts. **No faxed or e-mailed resumes and/or applications will be accepted.**

The Town of Manchester shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

The Town of Manchester is an equal opportunity employer and encourages applications from women, men, minorities, veterans, and people with disabilities.

The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.

**TOWN OF MANCHESTER
POSITION GUIDE**

Title: School Crossing Guard
Department: Police
Reports to: Chief of Police

NATURE OF WORK

Under general direction of the Chief of Police, controls pedestrian and vehicular traffic at school area street crossing.

ESSENTIAL JOB FUNCTIONS

Controls pedestrian and vehicular traffic at school crossings.

Uses good judgment in the application of the principles of traffic control according to laws, regulations and instructions issued by supervisors of the police department.

Exercises the powers of a police officer with regard to traffic control at their assigned post, but not for any other purpose or function.

May be required to appear in court and give testimony regarding matters of which he/she has knowledge.

May make complaints to the shift commander of police regarding violations of law at his/her assigned post.

May be required to regulate the conduct of children gathered at school crossings and to enforce safety standards upon such children.

Will be responsible for personal conduct as outlined in the General orders of the Manchester Police Department.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Ability to understand both written and oral instructions.

Ability to give understandable directions both verbally and by signals.

Ability to use good judgment in regulating the flow of pedestrian and vehicular traffic.

Ability to gain the cooperation of others and to relate well with children.

Ability to enforce safety instructions effectively.

Considerable ability to withstand the effects of inclement weather.

Ability to perform duties requiring not more than average physical strength, stamina, and agility.

PHYSICAL AND MENTAL EFFORT/ENVIRONMENTAL AND WORKING CONDITIONS

Must be able to lift light objects less than 20 pounds and to perform simple motor skills such as standing, walking, etc. Must be able to perform gross body coordination activities such as walking, stooping, etc.

Must be mobile and able to walk or stand. Sit or stand for prolonged periods. Able to discriminate colors as in vehicle or house color. Able to hear normal sounds with some background noise. Able to distinguish sound as voice patterns. Ability to communicate through human speech as in answering a telephone.

Needs to attend to task/function for 10-20 minutes at a time. Able to understand and relate to specific ideas generally one at a time. Able to remember task/assignment for full shift.

Ability to get along with children, co-workers, supervisors, customers, and the public at large.

Exposure to seasonal conditions in outside weather and dust.

MINIMUM TRAINING AND EXPERIENCE

No specialized education or experience is required. Training will be provided. Works under general direction of the Chief of Police who shall make rules for conduct and the operations of school crossing guards and fix duty hours of said guards.

Persons appointed as School Crossing Guards shall be part-time civilian employees of the Manchester Police Department and subject to all rules, regulations and general orders pertaining to the position.

Successful candidates are required to complete a post-offer physical examination and throughout employment meet the Town's criteria for vision and hearing by successfully completing a periodic physical assessment.

THE ABOVE DESCRIPTION IS ILLUSTRATIVE. IT IS INTENDED AS A GUIDE FOR PERSONNEL ACTIONS AND MUST NOT BE TAKEN AS A COMPLETE ITEMIZING OF ALL FACETS OF ANY JOB.