



**Charles County Sheriff's Office
Job Description**

Approved:

Date:

Job Title: Part-Time Crossing Guard
Unit: Traffic Operations Unit
Section: Special Operations Section
Division: Special Operations Division
Bureau: Operations
Reports To: Supervisor, Traffic Operations Unit
FLSA Status: Non-Exempt
Prepared By: K. Burrows
Prepared Date: March 2016
Salary Level: Grade C
Scale: 7
Supervisor's Signature:
Signature Date:

SUMMARY:

This **part-time** position is responsible for providing safe street crossing to and from school for thousands of school children each day. The employee receives supervision from, and reports directly to, the Supervisor, Traffic Operations Unit. The work is evaluated through observations, conferences, and reports.

ESSENTIAL DUTIES:

This is a generalized job description. Specific duties and responsibilities may vary, depending on the assigned location. Duties and responsibilities may be added, deleted, or changed at any time at the direction of management, formally or informally, verbally or in writing.

Direct school children in crossing streets safely within a reasonable amount of time.

Control vehicular traffic as necessary and with the safety of all concerned to assure the safe crossing of school children.

Inform motorists, through appropriate hand signals, that school children are about to use the crossing and have the right of way.

Report motorists who fail to comply with the provisions of the law.

Attend and participate in meetings and training sessions, as required.

Perform other related duties, as assigned.

SUPERVISORY RESPONSIBILITIES: N/A

QUALIFICATIONS:

Knowledge of the principles and practices, rules and regulations found in Standard Operating Procedures (SOP) and other manuals pertinent to the assigned job classification.

Must be in good physical condition.

Must be of good moral character.

Ability to read, understand, comprehend, and follow oral and written instructions.

Ability to utilize a high level of discretion, good judgment, and confidentiality.

Ability to maintain a high level of accuracy in assigned tasks.

Ability to maintain composure and work effectively in situations of on the job pressure.

Ability to pass a comprehensive background investigation.

Ability to pass random drug screening.

EDUCATION and/or EXPERIENCE:

Graduation from a recognized high school or possession of a General Education Development (GED) certificate recognized by the Maryland State Board of Education.

GENERAL CHARACTER REQUIREMENTS:

It is a business necessity that the employee, as a member of the Charles County Sheriff's Office, possess a history and exhibit the characteristics of honesty, reliability, integrity, and interpersonal skills.

Any criminal conviction/arrest may be grounds for disqualification.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an outdoor setting with the employee standing exposed to weather elements and temperature extremes. Exposure to temperatures may range from below freezing to above 100 degrees.

Establish and maintain effective working relationships with coworkers and supervisors.

Appropriately accept supervision, criticism, and evaluation.

Exhibit and maintain professional decorum at all times.

Exhibit sensitivity to people from varying ethnic, religious, sexual, and socioeconomic backgrounds.

Deal tactfully, effectively, and equitably with people, both within and outside the Agency.

Must perform work in accordance with sound safety practices.

Must report for duty in a regular and punctual manner.

Must work overtime when deemed necessary by the Agency.

Comply with Agency policies and procedures as outlined in the Administrative and Operational Manual.
03/2016