

**CITY OF CLUTE
JOB DESCRIPTION**

JOB TITLE: Crossing Guard

DEPARTMENT: Police

REPORTS TO: Administrative Sergeant

BASE PAY RANGE: \$17.63

SUMMARY:

The Crossing Guard ensures the safety of school children and other pedestrians crossing at designated intersections during scheduled school hours. Under general supervision, the Crossing Guard controls traffic flow and assists pedestrians in crossing streets safely. This position serves as an important public safety role and represents the Police Department in the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Duties may include the following but are not limited to:

1. Assist school children and other pedestrians in safely crossing streets at designated locations.
2. Monitor and control traffic to ensure safe crossing conditions, using handheld stop signs and hand signals.
3. Remain alert to surroundings, potential hazards, and traffic violations to quickly respond to any unsafe situations.
4. Communicate effectively with children, parents, school officials, and drivers.
5. Report unsafe behavior of motorists or pedestrians, suspicious activities, or incidents to the Administrative Sergeant promptly.
6. Set up and remove any necessary traffic control devices or equipment before and after crossing periods.
7. Maintain regular and reliable attendance at assigned crossing locations.
8. Perform duties outdoors in various weather conditions, including rain, cold, and extreme heat.

MANDATORY QUALIFICATIONS

- Must be at least 18 years old
- Have a high school diploma, or equivalent, and a valid state driver's license.
- Must successfully pass a background investigation and drug screening.
- Punctuality and regular attendance are required.

MINIMUM QUALIFICATIONS

- Ability to work independently and use sound judgment.
- Strong understanding of traffic laws and pedestrian safety practices.
- Excellent interpersonal and communication skills.
- Ability to remain calm and professional under pressure.
- Physical ability to stand, walk, and lift small traffic control equipment as needed.
- Must be able to work scheduled hours reliably and consistently.
- Ability to obtain and maintain any certifications required by the City or Police Department.

WORKING CONDITIONS

- Work is performed outdoors, exposed to varying weather conditions and potential traffic hazards.
- Must be able to stand and walk for extended periods.
- Work schedule generally coincides with school start and end times, including possible early dismissals or special school events.

Employee/Date

Chief of Police/Date