



CITY OF DOVER, NEW HAMPSHIRE
Supplemental Position Description

Position: School Crossing Guard	Position Control No: XX-XX-XX-XX
Classification-Series: Crossing Guard	FLSA Status: Non-Exempt, Regular Part-time 10 hrs/wk
Occupational Grouping: Public Safety	Union - Grade: Non-union – Grade 8
Organizational Unit: Police Department	Primary Job Location: Silver Street, Dover, NH

JOB SUMMARY: Performs traffic direction and control at an assigned crosswalk to protect school children and provide for the orderly movement of traffic.

ACCOUNTABILITY: Works under supervision of the Police Department’s Traffic Bureau Commander and within the police department’s organizational structure; works independently to perform daily traffic control duties on school days.

SUPERVISION EXERCISED: Not applicable.

TYPICAL EQUIPMENT USED: Handheld stop paddle, traffic vest or high-visibility apparel.

TYPICAL WORK ENVIRONMENT: Inside: 0 % Outside: 100 %

DUTIES AND RESPONSIBILITIES (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Report directly to assigned crossing station and perform traffic control as required to assist pedestrians, especially school children, in accordance with the laws of the State of New Hampshire.
2. Ensure that children use the proper crossing locations and that no children are in the street while traffic is moving.
3. Be alert for present or potential traffic hazards in the immediate area of the crossing.
4. Observe and report any incidents or conditions that present a potential safety hazards to motorists and pedestrians.
5. Wear and utilize appropriate safety equipment, including high-visibility traffic control apparel and handheld stop sign as appropriate to the assigned location.
6. Establish and maintain effective rapport with children and citizens using the crossing.
7. Attend and participate in training as may be required.
8. Adjust work schedule as dictated by the Dover School District calendar, to include late start, early release, and scheduled or unscheduled (weather-related) school cancelations.
9. Maintain familiarity with and execute safe work procedures associated with assigned work.
10. Perform other related duties as required.

TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:

<p>LIFT: -up to 10 lbs.: Occasionally required. -11 to 25 lbs.: Rarely required. -26 to 50 lbs.: Not required. -over 50 lbs.: Not required.</p> <p>CARRY: -up to 10 lbs.: Occasionally required. -11 to 25 lbs.: Rarely required. -26 to 50 lbs.: Not required. -over 50 lbs.: Not required.</p> <p>REACH: -above shoulder height: Occasionally required. -at shoulder height: Occasionally required. -below shoulder height: Occasionally required.</p>	<p>PUSH/PULL: Rarely required. TWISTING: Occasionally required. BENDING: Occasionally required. CRAWLING: Not required. SQUATTING: Rarely required. KNEELING: Not required. CROUCHING: Rarely required. CLIMBING: Rarely required. BALANCING: Not required. GRASPING: Frequently required. HANDLING: Frequently required. TORQUING: Rarely required. FINGERING: Rarely required.</p>
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DURING AN 8 HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:

<p>CONSECUTIVE HOURS: Sit: 0 hours Stand: 1 hour Walk: ½ hour</p>	<p>TOTAL HOURS: Sit: 0 hours Stand: 2 hours Walk: 1 hour</p>
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COGNITIVE AND SENSORY REQUIREMENTS:

<p>TALKING: Necessary for communicating with others. HEARING: Necessary for receiving instructions and information and perceiving traffic hazards or emergencies. SIGHT: Necessary for performing job effectively. TASTING & SMELLING: Not required.</p>

TYPICAL WORK SURFACE(S): Asphalt roadway or concrete sidewalk.

TYPICAL CONTROLS & EQUIPMENT: Cold or wet weather apparel, handheld STOP paddle.

SUMMARY OF OCCUPATIONAL EXPOSURES: subject to inclement weather conditions and poor ground surface conditions.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS: Knowledge of techniques and procedures for traffic direction; ability to communicate with young children.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: None.

SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):

<input checked="" type="checkbox"/> 1. None.	<input type="checkbox"/> 6. 1 to 2 years.
<input type="checkbox"/> 2. Short demonstration up to 30 days.	<input type="checkbox"/> 7. 2 to 4 years.
<input type="checkbox"/> 3. 30-90 days.	<input type="checkbox"/> 8. 4-10 years.
<input type="checkbox"/> 4. 91-180 days.	<input type="checkbox"/> 9. Over 10 years.
<input type="checkbox"/> 5. 181 days to 1 year.	

OTHER CONSIDERATIONS AND REQUIREMENTS: The minimum requirements listed above may be satisfied by having any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

Classification Established: March 24, 1987
Job Description Developed: July 6, 2016
Revised: