

HUMAN RESOURCES



MARK R. JOHNSON
Mayor

CITY OF COVINGTON

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School Crossing Guard

Position #: 436
Work Location: Police Department
Reports To: Police Chief/Deputy Chief
Rate of Pay: \$17.00 per hour
Part-Time, Non-exempt, Seasonal position (based on school schedule)

City Conformance Statement:

In the performance of the below respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision
- Interact professionally with other employees, customers and suppliers
- Work effectively as a team contributor on all assignments
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and customers.

General Job Description:

Guards street crossings and assists in proper traffic flow during hours when children are going to or coming from school.

Essential Functions:

- Directs children and parents at street intersections to ensure safe crossing
- Directs traffic at street intersections to ensure a safe flow of traffic
- Records license plate numbers of vehicles operating in an unsafe manner or disregarding the directions of the guard and reports infractions to police
- Escorts children across street
- Places caution signs at designated points before going on duty and removes signs at end of shift

Qualifications:

- Must have the ability to follow oral and written instructions
- Must have the ability to deal effectively and courteously with general public and children
- Shall be in physical condition that will permit adequate job performance
- May not have been, at any time, convicted of a felony offense or any family violence offense or misdemeanor offenses involving moral turpitude
- Must be willing to work in all outside weather conditions
- Must be dependable and able to work with little to no supervision
- **PHYSICAL REQUIREMENTS (WITH OR WITHOUT ACCOMODATION):**
- Required to stand, walk, talk and hear for multiple hours
- Required to use hands, handle, or feel and reach with hands and arms

- Specific vision abilities required by this job include close vision, distance vision, peripheral vision and ability to adjust focus
- Must be able to lift ten (10) pounds

This job description does not necessarily cover every task or duty that might be assigned. Employees may be assigned additional responsibilities as necessary.

To apply for this position, please complete an application of employment referencing [Position # 436](#) and email to eleggio@covla.com or fax (985)635-0006.

Applications will be accepted until the position is filled.