



The TOWNSHIP of
NORTH DUMFRIES

EMPLOYMENT OPPORTUNITY SCHOOL CROSSING GUARD

The Township of North Dumfries is seeking applications from qualified, interested, and motivated candidates for the position of School Crossing Guard.

Reporting directly to the Township Clerk, School Crossing Guards are responsible for the safe passage of pedestrians (especially students/children) at a specified crossing, stopping traffic in accordance with the Ontario Highway Traffic Act, Occupational Health and Safety Act, and Township of North Dumfries guidelines. Applicants must be available for morning and afternoon shifts during the school year, as required. School Crossing Guards must possess strong communication skills to effectively convey crossing rules and other information. The ideal candidate is a responsible, community-minded individual who has his or her own transportation. A complete job description is available on the Township's website at www.northdumfries.ca. A Vulnerable Sector Check from the Waterloo Regional Police Service is a condition of employment.

The current salary range is \$18.66 to \$23.32 per hour for a total of 2 hours per day, as required. Hours of work are dependent on neighbouring schools.

Note: The Township of North Dumfries has an ongoing recruitment for crossing guard positions; however selected candidates are contacted for an interview as positions become available.

Please submit a confidential cover letter and resume by email or mail to:

Attention:

Ashley Good, Township Clerk
106 Earl Thompson Road, 3rd Floor
Ayr, ON N0B 1E0
agood@northdumfries.ca

The Township of North Dumfries is committed to providing accommodation for persons with disabilities. Accommodations are available for all stages of the recruitment process. To request an accessible format, please call 519-632-8800 or email the Township at clerk@northdumfries.ca. If selected for an interview, please advise the Township of any accommodation measures that are required. All information received relating to a candidate's accommodation needs is addressed confidentially.

We thank all candidates for their interest, however, only those applicants selected for an interview will be contacted. Applicant information is collected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* and will be used only for candidate selection.



JOB DESCRIPTION

School Crossing Guard, Temporary

Reports To: Township Clerk
Supervises: None
Department: Corporate Services
Division: Clerks

Position Overview:

Reporting to the Township Clerk, School Crossing Guards are responsible for the safe escort and guardianship of pedestrians, as defined in the Ontario Highway Traffic Act (OHTA) across roadways at designated school crossings by monitoring gaps in traffic flow and assuming right of way, while adhering to traffic regulations and procedures.

A. KEY ROLES AND RESPONSIBILITIES

General

1. Direct and guide pedestrians (including students and youth) across streets during the school year, stopping traffic as required, in accordance with the Ontario Highway Traffic Act, the Occupational Health & Safety Act and Corporation guidelines on designated roadways.
2. Direct traffic movement using signs and hand signals.
3. Relay information in a clear and concise manner while handling potentially stressful situations.
4. Communicate crossing rules and other information to students and adults.
5. Obey all regulations to ensure the safe crossing of school children.
6. Report to your crossing on time and stay for the entire scheduled shift. If unable to work, contact your Supervisor as early as possible.
7. Dress neatly and wear the assigned attire ensuring high visibility and recognition. Be courteous to students and other pedestrians using the crosswalk and motorists.
8. Be attentive and alert while on duty.
9. Note any unusual conditions at your crosswalk before students arrive. (Buildup of ice and snow, traffic lights out, signs blocking vision, construction, etc.).

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10. Document and communicate all incidents and/or unsafe conditions to management, school officials and/or Waterloo Regional Police.
11. Record licence plates of vehicles disregarding traffic signals and report infractions to appropriate authorities.
12. Recognize road hazards and exercise good judgement when interrupting the flow of Traffic.
13. Adhere to emergency vehicle right of way, ensuring they have priority over both vehicular and pedestrian traffic.
14. Wear mandatory safety equipment and clothing supplied by the Township of North Dumfries at all times while on duty.

B. SKILLS AND QUALIFICATIONS

1. Must have the ability to remain alert and perform responsibilities quickly and safely.
2. Must have excellent customer service skills and the ability to communicate clearly and effectively with school children, pedestrians, residents, school officials and police.
3. Must be able to move briskly and repeatedly in and out of intersection and stand for 45 to 60 minutes at a single time, in all weather conditions.
4. Must be able to extend an arm out parallel to shoulder holding a “STOP” sign (weight of approximately 5 pounds) for up to one minute frequently.
5. Must be able to effectively see and hear oncoming traffic at a safe distance (approximately 300 feet).
6. Previous experience dealing with the public and/or children is an asset.
7. Knowledge of the Occupational Health and Safety Act and Highway Traffic Act as it relates to the job.
8. A Vulnerable Sector Check from the Waterloo Regional Police Service is required.

C. WORKING CONDITIONS

1. The successful candidate will be required to perform their duties outdoors in all weather conditions (i.e., extremes of heat, cold, precipitation) in which schools remain open, to assist students travelling to and from school.
2. Considerable opportunity exists for stressful interaction with members of the Public who may be encountered in the public areas.

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Note: The preceding is intended to outline the general description of duties and responsibilities for this position. It is not intended, nor should it be interpreted as a complete description. The Township of North Dumfries reserves the right to amend this position's job description any time provided that such change does not represent a substantive change in the purpose or essential nature of the position.

Salary Grade: Grade 1 - Hours of work are dependent on neighbouring schools.

Schedule: Monday to Friday – when Public Elementary or Separate Elementary Schools in Ayr are open.

Prepared & Approved By: _____ Date: _____
Andrew McNeely,
Chief Administrative Officer