



The TOWNSHIP of
NORTH DUMFRIES

**EMPLOYMENT OPPORTUNITY
CROSSING GUARD**

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

Reporting directly to the Clerk, 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, the Occupational Health and Safety Act, and the Township of North Dumfries guidelines. Applicants must be available for morning and afternoon shifts during the school year, as required. Crossing Guards must possess strong communication skills to effectively inform students and adults of 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 Police Vulnerable Sector Check is required prior to the commencement of the position.

Remuneration: Current salary is Grade 1: \$17.54 to \$21.93 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 Sage, Township Clerk
2958 Greenfield Road, P.O. Box 1060
Ayr, ON N0B 1E0
asage@northdumfries.ca

If you need an accessible format, please email mail@northdumfries.ca or call (519) 632-8800. The Township of North Dumfries is committed to providing accommodation for persons with disabilities. Accessibility accommodations are available for all stages of the recruitment process. If you are contacted regarding this position, please advise of any accommodation measures you may require during the selection process. Information received relating to accommodation needs of candidates will be 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

Crossing Guard, Temporary

Reports To:	Clerk
Supervises:	None
Department:	Corporate Services
Division:	Clerk's

Position Overview:

Reporting to the Clerk, 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.

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Crossing Guard
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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.).
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 Police Vulnerable Sector Check 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.

Note: The foregoing 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

Crossing Guard Application

Thank you for your interest in applying for a Township Crossing Guard.

Position Overview

Crossing Guards assist in the safe movement of children and the general public in crossing roadways at designated intersections. Crossing Guards ensure that traffic remains stopped until all pedestrians have safely crossed the intersection.

Hours of work are 8:00 a.m. - 9:00 a.m. and 3:00 p.m. - 4:00 p.m. (approximate start times may differ slightly, depending on the location). Ideal candidates are community-minded, friendly, safety-conscious, and have reliable transportation. Training and equipment will be provided.

Requirements

- enjoy working with the public
- excellent communication and interpersonal skills
- keen observation skills and ability to recognize traffic hazards
- capable of working in all types of weather conditions
- provide a current Police Records Check (vulnerable sector)

The Township of North Dumfries is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. Please contact the Township to request a job description in an accessible format.

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. Questions about this collection and use of your personal information may be directed to the Township Clerk at asage@northdumfries.ca

Application Form

Please complete and submit this form. Selected applicants will be contacted by the Township of North Dumfries' Clerks Division.

Name (first and last) *

Street Address *

City/Town *

Province

Postal Code *

Email Address *

**Primary Phone
Number ***

**Secondary Phone
Number**

Work Experience

Do you have experience working as a crossing guard? *

Yes

No

List any previous work or volunteer experience that is applicable:

List the reasons why you are interested in this position: *

Do you require accessibility accommodations? *

No

Yes

Thank you

Your application has been submitted. Only those applicants selected for an interview will be contacted.