



*The TOWNSHIP of*  
**NORTH DUMFRIES**

North Dumfries Community Complex  
2958 Greenfield Rd., P.O. Box 1060, Ayr, ON N0B 1E0

**EMPLOYMENT OPPORTUNITY  
CROSSING GUARDS**

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 their respective 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 to fill in for morning and dismissal shifts during the school year, as required. The Crossing Guards must possess strong communication skills to effectively inform students and adults of crossing rules, as well as other information.

Candidates must provide a current vulnerable sector check prior to commencement of this position. The ideal candidates are responsible, community-minded individuals that have their own transportation. A complete Job description is available on the Township's website at [www.northdumfries.ca](http://www.northdumfries.ca). A Police Vulnerable Sector Check is required prior to the commencement of the position.

Remuneration: Current salary is Grade 1: \$16.78 to \$20.60 per hour for a total of 1.5 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 would only be contacted for an interview as positions become available.*

Please submit a confidential cover letter and resume to the Township Municipal Offices:

**Attention: Shelley Stedall, Treasurer / Director of Corporate Services or Email: [sstedall@northdumfries.ca](mailto:sstedall@northdumfries.ca)**

If you need an accessible format, please email [mail@northdumfries.ca](mailto: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 our 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

<b>Reports To:</b>	Clerk
<b>Supervises:</b>	None
<b>Department:</b>	Corporate Services
<b>Division:</b>	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.
8. Be attentive and alert while on duty.

**J o b   D e s c r i p t i o n**  
**C r o s s i n g   G u a r d s**  
**M a y   2 0 1 8**

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.

**Job Description**  
**Crossing Guards**  
**May 2018**

**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 in order 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 \$16.78 to \$20.60 per hour for a total of 1.5 hours per day, as required. 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:



Andrew McNeely,  
Chief Administrative Officer

Date:

May 18/18