



Code: 9111
Family: Public Safety
Service: Public Safety
Group: Police Service
Series: Police General Duty

CLASS TITLE: CROSSING GUARD

CHARACTERISTICS OF THE CLASS

Under supervision, directs traffic and guides children and pedestrians across traffic intersections, and performs related duties as required

ESSENTIAL DUTIES

- Stops and directs traffic to ensure the safety of school children and other pedestrians crossing at designated intersections
- Signals to pedestrians indicating when streets are safe to cross
- Guides and assists children and other pedestrians across intersections
- Maintains order among children as they approach the intersection
- Reports traffic violations to supervisor, providing information on vehicle's license number, make, and model
- Informs supervisor of traffic signal malfunctions and construction projects on assigned posts
- Responds to requests for geographic directions from the public
- May issue traffic citations for violations of the City's traffic laws

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Willingness and ability to perform the duties of the job

Licensure, Certification, or Other Qualifications

- Must be at least 19 years of age at the closing date of application

WORKING CONDITIONS

- Exposure to outdoor weather conditions
- Exposure to loud noise

EQUIPMENT

- Personal protective equipment (e.g., vest)

PHYSICAL REQUIREMENTS

- Heavy lifting (up to 75 pounds) is required
- Ability to stand and walk for extended or continuous periods of time
- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Moderate knowledge of:

- City traffic operations and street systems
- safety principles and practices

Some knowledge of:

- geographical locations in the City

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills

- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- RECOGNIZE SPATIAL ORIENTATION – Know one's location in relation to the environment or to know where other objects are in relation to one's self

Other Work Requirements

- STAMINA - Demonstrate energy and stamina to accomplish work tasks
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- CONCERN FOR OTHERS - Demonstrate sensitivity to others' needs and feelings and be understanding and helpful on the job
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
July 2011