



# CITY OF SARATOGA SPRINGS

## EMPLOYMENT OPPORTUNITY CROSSING GUARDS PART TIME

The City of Saratoga Springs currently has openings for permanent and substitute Crossing Guards, these are part-time position with the Saratoga Springs Police Department. These positions work under the supervision of the Crossing Guard Supervisor. These position are responsible for coordinating the flow of students across selected intersection(s), supervising their crossing. These crossing guards are vitally important for child and neighborhood safety. Employees will work 1 or 2 shifts per school day. Available shifts are 1, 2 or 2½ hours per school day. Shift availability is on a first come first choice basis. This is a great opportunity for stay-at-home parents.

### **APPLICATION PROCESS:**

To apply, please submit a City application form, and resume in person, by mail, or electronically to the City of Saratoga Springs, Human Resources, 1307 North Commerce Drive, Suite 200, Saratoga Springs, Utah, 84045, or by email to [hneibaur@saratogaspringscity.com](mailto:hneibaur@saratogaspringscity.com), or by fax to (801) 766-9794. Applications forms may be obtained on-line at [www.saratogaspringscity.com](http://www.saratogaspringscity.com).

### **SALARY RANGE:**

Hiring wage of \$11.71/hr.

### **BENEFITS:**

There are no benefits offered as part of this position.

### **CLOSING DATE:**

Open until filled. Shifts will be filled through the interview process on a first-come first-served basis. A first review of applications will be done on or after August 7, 2017 at 5:00pm; anything received after this date is not guaranteed a review or interview. Please direct questions to Holly Neibaur at [hneibaur@saratogaspringscity.com](mailto:hneibaur@saratogaspringscity.com).

### **OPEN SCHEDULES:**

- Select permanent Mornings, Kindergarten, or Afternoon shifts are available
- Various Substitute shifts are available

### **ESSENTIAL JOB FUNCTIONS:**

- Supervise crossing of roadways by students.
- Coordinate the flow of students across selected intersection(s) with the flow of vehicle traffic and traffic control devices.
- Observe all related traffic regulations and safety guidelines.
- Monitor and control student behavior at crossings according to established guidelines.
- Perform other duties as assigned.

## **JOB QUALIFICATIONS & COMPETENCIES:**

### **Education & Experience:**

- Must be 16 years old or older.
- A High School Diploma or GED equivalent is preferred.
- There is no previous experience required for this position, however preference will be given to applicants with some experience in supervising school crossing for students.

### **Certifications Required:**

- There are no certifications required for this position.

### **Knowledge of:**

- Traffic regulations and safety guidelines related to student crossing.
- Guidelines for monitoring and controlling student behavior at crossings.
- Correct use of English language and vocabulary, both written and oral.

### **Ability to:**

- Follow City policies and procedures.
- Interact with the public in all situations while maintaining a professional, pleasant, and courteous demeanor.
- Control student behavior at crossings according to established guidelines.
- Follow traffic regulations and safety guidelines to coordinate the flow of students across the intersection(s) with the flow of vehicle traffic and traffic control devices.
- Deal effectively with student, parents, and staff in a pleasant, courteous, and calm manner.
- Utilize excellent customer service skills.
- Exercise sound and good judgment at all times.
- Maintain effective working relationships with City staff, members of the public, and others encountered in the course of work.
- Communicate well in a courteous and professional manner in writing, and in person.
- Maintain records and task lists.
- Prepare and submit accurate and timely reports.
- Be a team player.
- Problem solve.
- Manage stress.
- Work independently with general supervision.
- Understand and carry out written and oral instructions.
- Exercise sound and good judgment at all times, but especially in emergency situations.

## **WORKING CONDITIONS:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions—including but are not limited to the job functions, qualifications, and competencies listed herein—of this job in the working conditions below. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. The successfully candidate must be able to perform under the physical demands and work environment including but not limited to the following:

- Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus.
- The employee may be required to push, pull, lift, and/or carry up to 50 pounds.

- The noise level in the work environment is usually moderately quiet while in the office and moderately loud when in the field.
- Work may periodically require the employee to climb, balance, bend, stoop, kneel, crouch, and/or crawl.
- The employee may be required to work in outside weather conditions, in wet and/or humid conditions, in high, precarious places, near moving mechanical parts, near fumes, airborne particles, and/or toxic or caustic chemicals, or near risk of electrical shock and/or vibration.

**SUSPENSION OF PROCESS, ETC.:**

The City reserves the right to reject any and all applicants, to waive any requirement set forth in this announcement, and to hire anyone as the City Manager or designee deems to be in the City's best interest, all subject to legal requirements. Any application in response to this Announcement is at the applicant's sole risk and expense. Although the City anticipates hiring one of the applicants responding to this announcement, there is no guaranty that any responding applicant will be hired.

Saratoga Springs is an Equal Opportunity Employer.

Pre-employment drug testing, proof of employment eligibility, and a background check are required.