

Code: 9110
Public Safety Service
Police Service Group
Police General Duty Series

CLASS TITLE: **Supervising Crossing Guard**

CHARACTERISTICS OF THE CLASS: Under general supervision, the class supervises and coordinates the activities of a group of Crossing Guards in a designated area; and performs related duties as required.

ESSENTIAL DUTIES: Makes work assignments and monitors the activities of subordinate Crossing Guards responsible for directing traffic and guiding children and other pedestrians crossing at designated intersections; patrols assigned district area, monitoring activities at manned intersections and ensuring crossing guards are at assigned crossings at designated times and dressed in proper attire; monitors daily manpower and reassigns staff throughout the district to adjust for staffing shortages; notifies supervisor of reported traffic violations, traffic signal malfunctions and construction projects occurring in the district; trains staff on proper traffic control and crossing procedures; conducts performance evaluations of subordinate staff; maintains timekeeping records for staff; prepares narrative and statistical work reports of district activities.

RELATED DUTIES: Conducts traffic surveys by counting the number of pedestrians and vehicles at intersections to assess the need for additional guards; may direct traffic and guide children and other individuals crossing at designated intersections in the absence of Crossing Guards; provides geographic directions to the public.

MINIMUM QUALIFICATIONS:

Training and Experience. Three years of progressively responsible public safety or traffic control experience, or an equivalent combination of training and experience. A valid State of Illinois driver's license is required.

Knowledge, Abilities and Skill. Considerable knowledge of traffic control rules and ordinances. Good knowledge of city geography. Good knowledge of supervisory practices.

Ability to assign, coordinate and monitor the work of staff within a designated district. Ability to assess and resolve traffic control needs. Ability to prepare work reports. Ability to use hand signals to direct traffic and pedestrians.

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CLASS TITLE: **Supervising Crossing Guard (Cont'd)**

Good supervisory skills. Considerable skill in coordinating district operations and reallocating staff as needed. Good organizational skills. Good oral and written communication skills.

Physical Requirements. Must be able to occasionally lift and carry children weighing up to 74lbs.

Working Conditions. Inside: General office environment. Outside: Work environment is primarily outdoors requiring exposure to inclement weather and extreme temperatures.

Note: While the list of essential duties is intended to be as inclusive and possible, there may be other duties which are essential to particular positions within the class.

May, 2003
City of Chicago
Department of Personnel