

Town of Secaucus  
Job Description



**JOB TITLE: CROSSING GUARD (PART TIME)**

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<b>Exempt (Y/N):</b> N/A	<b>SALARY LEVEL:</b> \$ 20.00/Hour
<b>SHIFT:</b>	<b>DIVISION:</b> Police
<b>LOCATION:</b> various posts	<b>DEPARTMENT:</b> Traffic Bureau
<b>UNION AFFIL.:</b> NA	<b>SUPERVISOR:</b> Police Lieutenant

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**SUMMARY:** Under the general direction of the Police and Department, controls street traffic at assigned crossings used by school children. Performs responsible repetitive duties requiring some judgment in directing traffic and handling emergencies. Requires continual contact with children and the general public. Errors in judgment could be costly in terms of personal injuries to others.

**ESSENTIAL JOB FUNCTIONS** include the following. Other duties may be assigned.

- Guards street crossings during hours when children are going to or coming from school.
- Directs actions of children and traffic at street intersections to ensure safe crossing.
- Records license numbers of vehicles disregarding traffic signals and reports infractions to police.
- Escorts children across street.
- Places caution signs at designated points before going on duty and removes signs at end of shift.
- Stops speeding vehicles and warns drivers.
- Handles a variety of emergencies such as accidents.
- Able to react to change productively and handle other essential tasks as assigned.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High school diploma required, or equivalent education.
- Knowledge of proper procedures for directing traffic.
- Ability to handle traffic conditions promptly, tactfully, and impartially.
- Ability to follow oral instructions.
- Ability to maintain discipline with school children.
- Constant physical effort demanded in standing or walking while performing duties under various outdoor weather conditions.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand. The employee frequently is required to walk, reach with hands and arms, and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works outside in all weather conditions. The noise level in the work environment is usually loud.

**NOTICE REQUIREMENT:** Applications and / or resumes should be sent to Human Resources Department at [itsirogiannis@secaucus.net](mailto:itsirogiannis@secaucus.net)

Reference code: **CROSSING**