

**Job Posting: #2019-18****Job Title: Crossing Guard**

Department: Legislative & Protective Services

Reports To: Manager, Municipal Enforcement

Status: Seasonal – Temporary Part time

Duration: School Year/Day – Temporary till June 2019

Hours per Week: 2 hours per day (1 hour a.m. & 1 hour p.m.) 10 hours per week

Hourly Rate: \$14.23

**Application Due Date: Friday April 26, 2019**

### Position Summary

This position is responsible for performing crossing guard duties, ensuring the safe passage of students at designated roadways and intersections during appropriate times based on the school year schedule.

### Role Specific Duties and Responsibilities

1. Perform crossing guard duties, which includes promoting health and safety of self, students and the public.
2. Ensure safe passage at designated roadway intersections by assessing each intersection prior to directing pedestrian crossings.
3. Respond to enquiries and resolve concerns or issues as required.

### General Duties and Accountabilities

1. Provides and maintains a high degree of confidentiality and security of information at all times.
2. Work in compliance with the Occupational Health and Safety Act, and other applicable legislation, department policies/procedures/practices, operational guidelines, and perform safe work practices.
3. Perform other duties as may be assigned in accordance with department and corporate objectives.

### Education, Skills and Experience

1. OSSGD or an equivalent combination of experience and education.
2. Strong sense of desire and involvement in serving the community and experience dealing with the public.
3. Strong communication (written, oral and interpersonal), organizational, public relations and customer service, flexibility, and time management skills.
4. Ability to work independently, demonstrate tact and discretion, maintain confidentiality, foster good rapport and cooperative working relationships.
5. Ability to interact and deal effectively and courteously with the general public.
6. Previous experience and understanding of Municipal government would be an asset.

## Physical Demands and Working Conditions

- Physical demand requires standing, walking and visual concentration. Work is conducted outdoors with exposure to inclement weather conditions (wind, cold, heat) directing students and the general public across designated intersections.
- Work is subject to physical threats and dangers such as vehicular traffic, exhaust fumes, unruly and uncooperative students and motor vehicle operators.
- Normal hours of work are approximately 10 hours per week, Monday to Friday based on the school year schedule.

## Contacts and Interactions

- Communicates regularly with Municipal staff, students and the general public.

## Applicant Information

Interested qualified applicants are invited to forward their cover letter and resume quoting Job #2019-18 by Friday April 26, 2019 to:

[jobs@meaford.ca](mailto:jobs@meaford.ca)

Attention: Human Resources

The Municipality of Meaford is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact [jobs@meaford.ca](mailto:jobs@meaford.ca).