

**VILLAGE OF NORTHFIELD
POSITION DESCRIPTION**

<u>JOB TITLE:</u>	Crossing Guard
<u>DEPARTMENT:</u>	Police Department
<u>CLASSIFICATION:</u>	Part time; non-exempt
<u>POSITION REPORTS TO:</u>	Deputy Chief of Police

Summary:

Under the direction of the Deputy Chief, the Crossing Guard monitors traffic flow to locate safe gaps through which pedestrians can cross the street. Daily tasks are dependent on the needs of the department.

Essential Duties and Responsibilities:

1. Direct or escort pedestrians across streets, stopping traffic as necessary
2. Communicate traffic and crossing rules and other information to students and adults
3. Report unsafe behavior of children to school officials
4. Performs other duties as assigned

Knowledge, Skills & Abilities:

The individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill and/or ability required. In addition, the employee must possess a valid Illinois State Driver's License and a record without any Class A misdemeanors in the last five years.

Educational Background: High school diploma or equivalent supplemented by one to three years of experience and training that would demonstrate the required knowledge and ability to perform work. Knowledge of general law enforcement and public safety procedures, operations and policies is beneficial. The position may undergo various Police-related training courses.

Skills and Abilities:

- Working knowledge of Northfield Village Ordinances, rules, regulations, policies, and procedures of the Department
- Speak to the public and convey information effectively
- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
- Actively look for ways to help people
- Perform work independently
- Handle multiple projects at the same time

Physical Demands:

While performing this job, the employee is frequently required to stand for extended periods. The employee must possess sufficient visual acuity to monitor traffic flow. Must be able to hear average conversations, reach with hands and arms, walk, bend, crouch, lift and move up to 25 pounds, carry, push, pull or otherwise move objects.

Work Environment:

Work is performed primarily outdoors in all weather conditions, including temperature extremes during day and night shifts. Work may sometimes be performed in emergency and stressful situations. The noise level in the work environment can be loud. The work hours for the Part-Time Crossing Guard position are typically from 7:20-8:50 AM and 3:00 PM-3:55 PM on school days, however times may be subject to change based on the school schedule. Additional hours may be occasionally necessary in the event of an emergency. This position is not eligible for insurance benefits or participation in the Illinois Municipal Retirement Fund (IMRF).

Application Information:

The starting hourly rate is \$18.78. Interested candidates should submit an application, resume and cover letter to Deputy Chief Mike Hutensky at mhutensky@northfieldil.org or mailed to 350 Walnut Avenue, Northfield IL 60093. Applications will be accepted until the position is filled. Selected candidates must pass a background check. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.