

CITY OF SOUTHFIELD
JOB OPPORTUNITY ANNOUNCEMENT

The City of Southfield is currently seeking qualified candidates for the following Part Time Non-Career position.

JOB CLASSIFICATION **School Crossing Guard**

STARTING SALARY \$11.00 per hour; No Benefits

JOB DUTIES

Under the supervision of the City of Southfield Police Department this employee:

- Provides child pedestrian safety by facilitating safe passage of school children across high traffic streets and intersections.
- This position is part time and requires serious commitment to be at the crossing guard post on each school day, before and after school hours as required.
- Other duties as assigned

JOB REQUIREMENTS

- Must be at least 18 years old
- Must receive a minimum of four hours instruction before performing the duties of a crossing guard. Thereafter, an annual additional two hours of instruction are required.
- Have a positive attitude when dealing with the public and good judgment in handling questions; ability to know when to refer problems to the supervisor.
- Maintain a neat and clean appearance while on crossing guard duty and wear clothing appropriate for the weather conditions.
- Must possess effective communication skills.
- Must have ability to establish and maintain effective working relationships with children, parents, members of the Police Department and school personnel.
- **Must have the physical condition to perform the essential function of this position including, but not limited to:**
 - work independently and with minimum supervision.
 - Continuous walking, standing and moving about.
 - work effectively with children.
 - hold a 5 pound aluminum hand-held stop sign above the head in an upright position while in the roadway.
 - clearly observe vehicle and pedestrian traffic at acceptable distances and to hear at an acceptable level.
 - assist students by recognizing natural gaps in motor vehicle traffic patterns and safely enlarging natural traffic gaps.
 - display good judgment and respond quickly to emergencies.
 - regular exposure to outdoor conditions and temperature extremes.

Applicants will be invited to further participate in the selection process based on the nature and extent of their related experience. The selection process will include a review of the applicant's qualifications, a criminal history check and an interview. Each step of the process must be passed before the applicant will be moved to the next step. ***Selected candidates will be subject to criminal history background investigation.***

APPLY TO: City of Southfield Human Resources Department, 26000 Evergreen, Southfield, MI 48076

Applications may be downloaded from the City's website at <https://www.cityofsouthfield.com>

This is a "continuous" recruitment. Applications will be accepted until there are sufficient applicants to meet the City's recruitment needs. As such, interested persons should make application promptly.

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE

Vr DATED: September 14, 2017



Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or via email at hrrsupport@cityofsouthfield.com if auxiliary aids or services are needed. Reasonable advance notice is required.