

Port Washington Police Dept.  
Job Description

Crossing Guard

**General Summary**

Crossing Guard: The police department has several crossing guards. The service provides crossing guards to be stationed at specific corners throughout the city to assist students in safely crossing the streets to get to and from schools.

Work involves the exercise of initiative and independent judgment in work performance.

**Duties and Responsibilities**

***Essential Job Functions***

1. Carefully guide students safely across the street before and after school.
2. Use provided equipment and safety clothing as supplied by the police department.
3. Use care and discretion when stopping traffic and entering the roadway.
4. Report vehicle descriptions and license plate numbers of any offending vehicles to the police department for follow-up of noncompliance of laws observed by crossing guard when crossing the students.
5. May provide safety training classes to school children.

**Reporting Relationships**

Reports to Head Crossing Guard.

***Knowledge, Skills, and Abilities Required***

1. Working knowledge of English.
2. Ability to understand and follow oral and written instructions.
3. Ability to make work decisions in accordance with rules, regulations, and departmental policies and procedures.
4. Ability to establish and maintain effective working relationships with co-workers and the public.

***Physical & Working Conditions***

Work is outdoors.