**Job Posting**

**Crossing Guard Casual**

The Municipality is currently accepting resumes for a Casual Crossing Guard in Springhill. The Casual School Crossing Guard position is responsible for ensuring the safety of school children and attending adults/companions as they cross designated pedestrian crosswalks on their way to and from school.

For more information please visit our website at www.cumberlandcounty.ns.ca

Deadline for resumes is Friday, January 22, 2021 at 1:00 pm.

Please forward your resumes to:

Municipality of the County of Cumberland
Kellie Seaman
Recruitment & Procurement Officer
1395 Blair Lake Rd
Amherst NS B4H 3Y4

kseaman@cumberlandcounty.ns.ca

*Clearly mark your resume "Crossing Guard Casual"

MUNICIPALITY OF THE COUNTY OF CUMBERLAND

Position Description

# School Crossing Guard - Casual

*Community Development Department*

## Overview

The School Crossing Guard position is responsible for ensuring the safety of school children and attending adults/companions as they cross designated pedestrian crosswalks on their way to and from school.

This position reports to the Manager of Facilities & Parks.

## Behavioural Competencies

Behavioural competencies are how we behave, act, and think in the workplace. They are attained through formal and informal education and training, life and work experiences, and in our relationships. The core competencies required by this position include:

Reliability Customer Service Communication

## Key Outcomes and Responsibilities

**Work and apply the safety tools, resources, policies, and procedures leading to a safe working environment for citizens and team members and others.**

- Work is executed in a safe manner in accordance with organizational and other legislated Occupational Health and Safety policies, procedures, regulations, guidelines, and/or standards.

**Performs all assigned responsibilities including:**

- Safely guide school children and accompanying parents/companions across streets at designated pedestrian cross walks as they travel to and from school;
- Inform the Supervisor of any health and safety concerns at the designated cross walks

and adjacent roadways that could result from snow and ice build-up, standing water/poor drainage and/or deteriorating road conditions; and

- Inform the Supervisor or RCMP directly of vehicle traffic issues that could result in unsafe conditions at the cross walk and/or adjacent roadways.

**Prepare and maintain all information, data, and forms as well as reports necessary to maintain all department and organizational functions as required.**

- Complete all forms or reports as required.

**Maintain and observe all department and organizational standards as required.**

- All work is undertaken in a manner that recognizes and respects members of the public, as per policies of the Municipality of the County of Cumberland.

## Qualifications

Training in crossing guard duties.

Positive communication skills in working with the public

Criminal Record Check, Vulnerable Sector, Child Abuse Registry

Occupational Health and Safety courses in First Aid and CPR as well as other training and certification as required for assigned tasks

## Terms and Conditions of Employment

The Municipality has an approved salary scale for this position. Placement and incremental increases on this scale are based on qualifications, experience and demonstrated ability to perform the responsibilities of this position.

The Municipality's *Personnel Policy* should be referred to for additional information regarding conditions of employment.

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 |
|---|---|---|---|---|---|
| $12.75 | $13.39 | $14.04 | $14.67 | $15.31 | $15.95 |