



ottawa safety council

## Adult Crossing Guard – Job Description

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### Title

Adult Crossing Guard

### Reports To

Program Support Coordinator

### Summary

The Adult Crossing Guard will be responsible for the safe passage of children and the public through their assigned area, according to applicable safety standards and regulations. This individual will maintain a calm, professional demeanor at all times.

### Core Competencies

- Customer Focus
- Communication
- Energy and the Ability to Cope with Stress
- Problem Solving
- Accountability and Dependability
- Ethics and Integrity

### Job Duties

- Direct or escort pedestrians across the street, at their crosswalk, stopping traffic as necessary.
- Maintain focus and avoid disruptions while escorting students and pedestrians across the street.
- Communicate traffic and crossing rules and other information to students and adults.
- Report unsafe behavior of children to school officials.
- Review the intersection on a daily basis and report any unsafe conditions to the City of Ottawa and Program Support Coordinator. Work from a location where you can see and be seen by all traffic.
- Monitor traffic flow to locate safe gaps through which pedestrians cross streets.
- Maintain alertness at all times.
- Be aware of emergency vehicles approaching the area, ensuring that they have priority over both vehicular and pedestrian traffic.
- Stand at all times when directing or escorting pedestrians across streets.
- Document license plates of dangerous motorists and report to appropriate officials.



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- Comply with all safety requirements, and wear all required and approved safety equipment, including safety vest and cleats.
- Ensure clean, visible and safe condition of all protective materials.
- Use appropriate traffic control signage (STOP sign) in the approved manner.

## Requirements

- First Aid and CPR training
- Recent Police Records Check (For the vulnerable sector)
- Confirmation of physical health from a licensed physician.
- Effective verbal and listening communications skills.
- Have the ability to communicate information so others will understand.
- Time management skills.
- Respect diversity - treat everyone with respect.
- Conflict resolution skills
- Ability to work independently and complete daily activities according to work schedule.
- Ability to walk and stand for long periods of time and perform moderate physical labor under adverse environmental conditions
- Requires the ability to see details at a distance.
- Requires excellent depth perceptions and peripheral vision.
- Requires good manual dexterity (hand, hand with arm) and multi-limb coordination. Must be able to quickly move arms and legs.
- Excellent stamina is required.

## Work Conditions

- Outside work conditions that include inclement weather, heat and humidity, and exposure to dust.
- Hazards associated with high traffic conditions.