



Pasco Sheriff's Office
POSITION DESCRIPTION



Position Number: 445/707

Retirement Class Code: HA (Regular Risk)

Class Title: School Crossing Guard / Substitute School Crossing Guard

Type of Position: Civilian

Pay Grade: 1

1. Workweek: Part -Time (40 hours bi-weekly) or as needed

2. FLSA: Non-exempt from overtime

3. EEO Category: 06 (Administrative Support)

4. Department: Field Operations

5. Section/Org Code: 8810

6. Location: School Safety

7. Job Summary: Part time specialized civilian position involving the control of pedestrians at designated public schools to guide children, bicyclists, and other pedestrians safely across the street. This position is limited to those hours when school is opening or closing during regular school hours in the regular school year or summer session (normally four hours per day during the 181 day regular school year).

8. Working conditions: Work outside in the assigned areas of schools. Can be subjected to inclement weather while working.

9. Position reports to: Chain of Command in accordance with current organizational chart.

10. Position directly supervises: None

11. Education and Experience: High School Equivalent (Diploma/General Equivalency Diploma) preferred. This position must have a Valid Florida Driver's License at all times. D.O.T. School Crossing Guard Certification (to be earned upon hire).

12. Illustrative duties and responsibilities:

90% DUTY AREAS – Illustrative Tasks: Complete assignments as directed. Participate in meetings and training. Complete, update, and submit required paperwork and reports. Utilize school crossing cones/signs. Stop and direct pedestrians to remain on curb, and/or easement of roadway, until all other traffic is stopped. Direct pedestrians and cyclists across street/intersection. Follow direction provided by Traffic Control Officer when a Traffic Control Officer is present. Counsel pedestrians who ignore directions or traffic device.

10% DUTY AREA – ADMINISTRATIVE: Illustrative Tasks: Report crimes and/or offenders to supervisor, maintain positive contact with the public and engage in recruiting activities while at their assigned post. Accept supervision and direction, and complete individual time sheets.

The Pasco Sheriff's Office is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Pasco Sheriff's Office will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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13. Associated knowledge, skills and abilities:

Knowledge of:

Geographic locations
Office policy and procedures
Florida Statutes/County Codes
Human Diversity Awareness
Traffic violations per F.S.S
Chain of Command
Code of Ethics

Skilled in:

Interpersonal skills
Written and verbal communication skills

Ability to:

Clearly speak, understands, read, and legibly write English
Communicate effectively with staff members and general public
Possess short/long term memory

MINIMUM PHYSICAL AND OTHER REQUIREMENTS

The physical abilities listed below are estimates of time spent during a typical workday to perform essential functions and responsibilities. Members in this position may be required to:

- Stand up to 2 hours per shift (2 shifts per day)
- Walk up to 2 hours per shift (2 shifts per day)
- Occasionally lift up to 30 lbs.
- Occasionally bend, squat, reach, kneel or twist
- Ability to work extended periods of time while wearing special equipment
- Ability to hold sign at shoulder height using issued equipment
- Ability to raise arms and hands above shoulder height to gain attention of drivers, when necessary

Other Requirements:

- 20/40 vision (corrected/uncorrected)
- Ability to hear conversation at a normal level (assisted or unassisted)
- Ability to work in hazardous conditions

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14. Equipment or machines routinely used in this position: Traffic Cones and Signs

15. Amount and type of supervision position receives: Member will work under continuous guidance of the Chain of Command in accordance with current organizational chart.

16. Review procedures: The position will be evaluated in accordance with General Order 35.1.

17. Essential Tier Response: Tier 3- Non Mission Essential: This designation is for those positions that provide routine sustainment support to the organization, but will not degrade the organization's mission success.

18. This position description lists the duties and responsibilities an incumbent would generally expect to perform. Percentages of time, when used, are estimated annual averages and as such are subject to periodic fluctuations. This position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the member for this job. Duties, responsibilities and activities may change at any time with or without notice.

19. This position may be subject to lateral transfer at the Sheriff's discretion based on the needs of the agency and/or development of the member. A lateral transfer is a move of position and/or title within the same pay grade or equivalent. A lateral transfer may result in change in schedule, change in responsibilities, change in assigned equipment, and/or change in assignment location. However, no lateral transfer shall affect a member's base pay.

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