



JOB DESCRIPTION

Job Title: Crossing Guard

Department: Clerk's Department

Job Type: Permanent, Part-time (10 months)

Reports to: By-Law Enforcement, Property Standards and Licensing Officer

POSITION OVERVIEW

Reporting to the By-Law Enforcement - Property Standards and Licensing Officer, the Crossing Guard is responsible for ensuring the safety of children and pedestrians crossing streets near schools and other designated areas. This role requires vigilance, adherence to traffic laws, and effective communication with children, parents, and drivers.

KEY DUTIES & RESPONSIBILITIES

- Safely assist children and pedestrians across streets.
- Ensure the safety of students near school zones during arrival and departure times.
- Monitor and control traffic to ensure pedestrian safety.
- Use hand signals, stop signs, and other tools to direct traffic.
- Communicate effectively with drivers to ensure they comply with crossing protocols.
- Observe and report any traffic violations or hazardous conditions to appropriate authorities.
- Communicate clearly with children, parents, and school staff about safe crossing practices.
- Provide guidance and instructions to ensure that children understand and follow safety rules.
- Stay alert and aware of surroundings, including traffic flow, weather conditions, and potential hazards.
- Adapt to changing conditions and respond appropriately to emergencies or unsafe situations.
- Maintain accurate records of crossing activities, incidents, and any safety concerns.
- Report incidents and concerns to supervisors or school officials promptly.

SKILLS & QUALIFICATIONS

- Education: High school diploma or equivalent preferred.
- Experience: Previous experience in a similar role or working with children is beneficial.
- Excellent communication and interpersonal skills.
- Strong awareness of traffic laws and safety procedures.
- Physical stamina to stand for extended periods and work in various weather conditions.
- Must be able to pass a background check.
- Must be punctual and reliable.

WORKING CONDITIONS

- Exposure to various weather conditions.
- Standing for long periods.
- Location: Intersection of Old Brock Rd and Brock Rd in Puslinch.
- Working hours: Mornings 8:00am-9:00am; and Afternoons 2:30pm-3:30pm.

This position offers a comprehensive benefit package and an annual salary range of \$8440 to \$9872.

Applicants are invited to submit a cover letter and resume to hr@puslinch.ca.

ATTENTION: HR Department, Township of Puslinch, 7404 Wellington Road 34, Puslinch ON N0B 2J0. E: hr@puslinch.ca or F: (519) 763-5846. Please respond by one method of application only. No phone calls please. Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The Township is an equal opportunity employer. We thank all applicants for their interest, however, only those selected for an interview will be contacted. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance. If you require an accessible format, please contact hr@puslinch.ca.

If you need an accessible format, please email hr@puslinch.ca or call (519) 763-1226. If you are contacted regarding this position, please advise of any accommodation measures you may require during our selection process. Information received relating to accommodation needs of applicants will be addressed confidentially.