CLASS TITLE: SUPERVISING CROSSING GUARD

CHARACTERISTICS OF THE CLASS

Under general supervision, supervises and coordinates the activities of a group of Crossing Guards in a designated area, and performs related duties as required.

ESSENTIAL DUTIES

- Makes work assignments and monitors the activities of subordinate Crossing Guards responsible for directing traffic and guiding children and other pedestrians crossing at designated intersections.
- Patrols assigned district area, monitoring activities at manned intersections and ensuring that Crossing Guards are at assigned crossings at designated times and dressed in proper attire.
- Monitors daily manpower and reassigns staff throughout the district to adjust for staffing shortages.
- Notifies supervisor of reported traffic violations, traffic signal malfunctions, and construction projects occurring in the district.
- Trains staff on proper traffic control and crossing procedures.
- Conducts performance evaluations of subordinate staff.
- Maintains timekeeping records for staff.
- Prepares narrative and statistical work reports of district activities.
- Conducts traffic surveys by counting the number of pedestrians and vehicles at intersections to assess the need for additional guards.
- Directs traffic and guides children and other pedestrians crossing at designated intersections in the absence of Crossing Guards.
- Provides geographic directions to the public.
- May issue traffic citations for violations of the City’s traffic laws.

NOTE: The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Three years of public safety or traffic control experience; or an equivalent combination of education, training, and experience.

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required.

WORKING CONDITIONS

- Exposure to outdoor weather conditions.
- General office environment.
EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)
- Two way radio
- Personal protective equipment (e.g., vest)

PHYSICAL REQUIREMENTS

- Heavy lifting (up to 75 pounds) is required
- Ability to stand and walk for extended or continuous periods of time

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge
Considerable knowledge of:
- City traffic operations and street systems
- *safety principles and practices

Moderate knowledge of:
- geographical locations in the City

Some knowledge of:
- supervisory methods, practices, and procedures
- methods used to evaluate intersections for crossing guard services
- applicable computer equipment and software

Knowledge of applicable City and department policies, procedures, rules, and regulations
Other knowledge as required for successful performance in the Crossing Guard class

Skills
- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- INSTRUCTING - Teach others how to do something
- JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Crossing Guard class

Abilities
- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
• COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
• WRITE - Communicate information and ideas in writing so others will understand
• REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

Other abilities as required for successful performance in the Crossing Guard class

Other Work Requirements

• INITIATIVE – Demonstrate willingness to take on job challenges
• LEADERSHIP – Demonstrate willingness to lead, take charge, and offer opinions and direction
• DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
• ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
• ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Crossing Guard class

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City’s Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.