

## **TOWN OF MANCHESTER POSITION GUIDE**

Title: School Crossing Guard  
Department: Police  
Reports to: Chief of Police

### **NATURE OF WORK**

Under general direction of the Chief of Police, controls pedestrian and vehicular traffic at school area street crossing.

### **ESSENTIAL JOB FUNCTIONS**

Controls pedestrian and vehicular traffic at school crossings.

Uses good judgment in the application of the principles of traffic control according to laws, regulations and instructions issued by supervisors of the police department.

Exercises the powers of a police officer with regard to traffic control at their assigned post, but not for any other purpose or function.

May be required to appear in court and give testimony regarding matters of which he/she has knowledge.

May make complaints to the shift commander of police regarding violations of law at his/her assigned post.

May be required to regulate the conduct of children gathered at school crossings and to enforce safety standards upon such children.

Will be responsible for personal conduct as outlined in the General orders of the Manchester Police Department.

### **DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS**

Ability to understand both written and oral instructions.

Ability to give understandable directions both verbally and by signals.

Ability to use good judgment in regulating the flow of pedestrian and vehicular traffic.

Ability to gain the cooperation of others and to relate well with children.

Ability to enforce safety instructions effectively.

Considerable ability to withstand the effects of inclement weather.

Ability to perform duties requiring not more than average physical strength, stamina and agility.

**PHYSICAL AND MENTAL EFFORT/ENVIRONMENTAL AND WORKING CONDITIONS**

Must be able to lift light objects less than 20 pounds and to perform simple motor skills such as standing, walking, etc. Must be able to perform gross body coordination activities such as walking, stooping, etc.

Must be mobile and able to walk or stand. Sit or stand for prolonged periods. Able to discriminate colors as in vehicle or house color. Able to hear normal sounds with some background noise. Able to distinguish sound as voice patterns. Ability to communicate through human speech as in answering a telephone.

Needs to attend to task/function for 10-20 minutes at a time. Able to understand and relate to specific ideas generally one at a time. Able to remember task/assignment for full shift.

Ability to get along with children, co-workers, supervisors, customers, and the public at large.

Exposure to seasonal conditions in outside weather and dust.

**MINIMUM TRAINING AND EXPERIENCE**

No specialized education or experience is required. Training will be provided. Works under general direction of the Chief of Police who shall make rules for conduct and the operations of school crossing guards and fix duty hours of said guards.

*Persons appointed as School Crossing Guards shall be part-time civilian employees of the Manchester Police Department and subject to all rules, regulations and general orders pertaining to the position.*

*Successful candidates are required to complete a post-offer physical examination and throughout employment meet the Town's criteria for vision and hearing by successfully completing a periodic physical assessment.*

***THE ABOVE DESCRIPTION IS ILLUSTRATIVE. IT IS INTENDED AS A GUIDE FOR PERSONNEL ACTIONS AND MUST NOT BE TAKEN AS A COMPLETE ITEMIZING OF ALL FACETS OF ANY JOB.***