

BECOME A NORTHLAKE SCHOOL CROSSING GUARD

The Northlake, Texas Police Department is seeking friendly and dependable individuals to serve the community as school crossing guards.

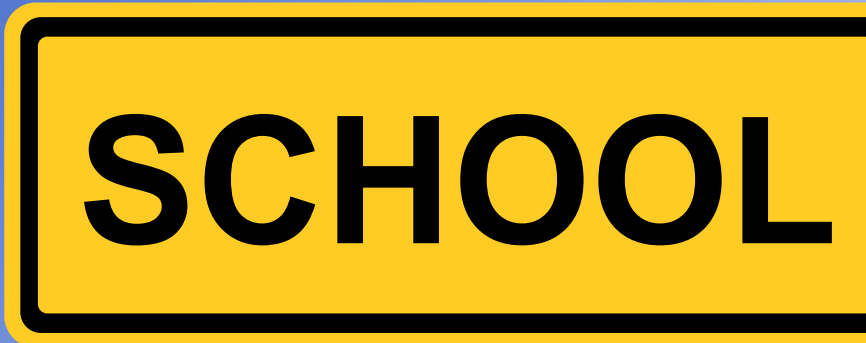
POSITION SUMMARY

The purpose of this position is to assist in scheduling, coordinating, and managing crossing guard operations to ensure pedestrian safety at Town designated school crossing locations.

- Part-Time Position
- Competitive Compensation
- Paid Training
- Uniform Provided

QUALIFICATIONS

- A High School Diploma or General Equivalency Diploma (GED) is required.
- Ability to work flexible hours to include all shift and sites necessary to accommodate crossing guard schedule.
- Must submit to and pass a post-offer, non-regulated drug test and thorough background check (including criminal history).
- Valid Texas Driver License and driving record must follow the Town policy.



NOW HIRING. APPLY TODAY!

For more information and to apply for this position scan the code or visit:

www.town.northlake.tx.us/220/Employment-Opportunities

or you can email: policerecruiting@town.northlake.tx.us



WWW.TOWN.NORTHLAKE.TX.US





POSITION DESCRIPTION

POSITION TITLE: SCHOOL CROSSING GUARD

DEPARTMENT	Police	SALARY RANGE	\$15.00 hour
REPORTS TO	Support Captain	FLSA STATUS	Non- exempt
SUPERVISES	None	DATE OF REVISION	05/23/2023

POSITION FUNCTION SUMMARY: The purpose of this position is to assist in scheduling, coordinating, and managing crossing guard operations to ensure pedestrian safety at Town designated school crossing locations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The statements below are intended to describe the general nature and level of work being performed by individual(s) assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified in this position. The position description is subject to change by the TOWN as the needs of the TOWN and requirements of the position change.

- Communicates potential safety issues to supervisor and community stakeholders.
- Monitors and reports pedestrian counts at assigned school crossing locations; makes staffing recommendations.
- Prepares and submits required reports on a daily, weekly, and monthly basis.
- Communicates safe street crossing procedures and related information to students and adults.
- Gains cooperation of children and reports uncooperative or unsafe behavior of children to district staff and/or supervisor.
- Performs the duties of a School Crossing Guard.
- Is prepared for shift with all safety equipment
- Attends required training as directed

- Complies with personnel and safety regulations, and Town and department policies and procedures.
- Performs other duties as assigned.
- Pass background and fingerprint check.

CONTACT WITH OTHERS: To perform this position successfully, an individual(s) may be required to have contact/communications with individuals internally and externally on a regular basis.

TOWN EMPLOYEES	Daily. Verbal exchange over telephone and in person. Written exchange through correspondence such as e-mail, letters, and memorandum.
TOWN CONSULTANTS	Monthly. Verbal exchange over telephone and in person. Written exchange through correspondence such as e-mail, letters, and memorandum.
APPOINTED OFFICIALS	Weekly. Verbal exchange over telephone and in person. Written exchange through correspondence such as e-mail, letters, and memorandum.
GENERAL PUBLIC/CITIZENS	Daily. Verbal exchange over telephone and in person. Written exchange through correspondence such as e-mail, letters, and memorandum.
COMMUNITY ORGANIZATIONS	Weekly. Verbal exchange over telephone and in person. Written exchange through correspondence such as e-mail, letters, and memorandum.
ELECTED OFFICIALS	Weekly. Verbal exchange over telephone and in person. Written exchange through correspondence such as e-mail, letters, and memorandum.
VENDORS/CONTRACTORS /REGULATORY AGENCIES	Weekly. Verbal exchange over telephone and in person. Written exchange through correspondence such as e-mail, letters, and memorandum.

QUALIFICATION REQUIREMENTS: To perform this position successfully, an individual(s) must be able to perform each essential duty and responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

KNOWLEDGE:

- Must have knowledge of safe crossing guard procedures.
- Must have basic knowledge of and ability to use the computer and Microsoft Office software.

SKILLS:

- Must be able to read, see, hear, talk, write, and possibly sit for long periods of time.
- Must be able to stand and walk continuously.

- Must be able to repeatedly lift and carry objects weighing up to 5lbs upright continuously if necessary.
- Must be able to hear and see approaching traffic.
- Must be able to bend arms, and push/pull a child weighing up to 100lbs.

ABILITIES:

- Ability to communicate well verbally and in writing.
- Ability to perceive and respond to potential hazardous and uncertain situations.
- Ability to respond quickly to potential emergency situations.
- Ability to bend from the waist and twist.
- Ability to work in extreme weather conditions, including exposure to extreme heat, cold, and inclement weather.
- Ability to establish and maintain effective communication and working relationships with Town employees, school district staff and the public.
- Ability to travel to and from assigned school crossing locations.

EDUCATION, EXPERIENCE AND TRAINING: The preferred way to obtain the minimum knowledge, skills, and abilities to perform the essential duties and responsibilities of this position are listed below. The City reserves the right to allow substitutions if a candidate or incumbent exceeds requirements in one area but may be deficient in another.

FORMAL EDUCATION:

- A High School Diploma or General Equivalency Diploma (GED) is required.

RELATABLE WORK EXPERIENCE:

- School Crossing Guard experience is preferred but not required.
- Ability to work flexible hours to include all shifts and sites necessary to accommodate crossing guard schedule.
- Must submit to and pass a post- offer, non- regulated drug test and thorough background check (including criminal history).

TRAINING (LICENSE AND/OR CERTIFICATION):

- Valid Texas Driver License and driving record must follow the Town policy.
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PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals to perform the essential functions.

STAND/WALK	To stand and walk for extended periods of time and run unaided for specified distances.
SIT	For office related tasks (desk chair 19" high, desk top high, keyboard 28" high).
TALK/LISTEN	To understand and follow Town/Departmental policies, rules, and regulations. To interact with coworkers, other agencies, and citizens. To communicate effectively in the English language under strained circumstances.
CLIMB/BALANCE	To get files on top shelf of lateral filing cabinet (65" high) and supplies from top shelf of supply closet (75" high). To coordinate two or more physical operations simultaneously.
STOOP/CRAWL/ KNEEL/CROUCH	To crouch or stoop for various reasons. To rise, kneel and crawl unaided.
LIFT/MOVE/ PUSH/PULL	To twist upper body without injury.
VISION	Type, enter data, review, sort and distribute printed material. To identify and distinguish between primary colors.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals to perform the essential functions.

NORMAL HOURS/ DAYS OF WORK	Shift work as assigned.
DESCRIPTION OF DAILY WORK ENVIRONMENT	The work area is located in a non-climate-controlled environment. Field duties may be in adverse weather conditions involving heat and cold.
TRAVEL	Frequent local and regional travel required.



Application for Employment

Application Date: _____

The Town of Northlake is an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, color, age, sex, religion, disability, national origin, veteran status or FMLA leave status. Depending on the position you are applying for, the application process may require additional documentation or paperwork. Some positions may require a background investigation. If so, you will be contacted by the respective department and advised of any additional steps you will need to complete. You may attach a resume but you still must complete this application.

Full Legal Name: <i>(exactly as it appears on your Social Security Card)</i>			
Current Residential Address:			
How long have you lived at your current address?		Email address:	
Social Security Number:	Primary Contact Phone Number:	Secondary Contact Phone Number:	
Have you ever been employed by the Town of Northlake before? If so, what dates and positions?			
Do you have a relative or in-law employed by the Town of Northlake or a member of the Town Council? If so, please name the relative or in-law and the relationship to that person.			
Position(s) applying for:	Expected Wage:	Date you can start:	
If you are applying for a position that requires a license or certification, such as a driver's license, provide your license number, issuing authority, license classification and expiration date:			
Do you have legal authorization to work inside the United States?	Do you have any special skills related to the position(s) you are applying for?		
Have you served in the Military? If so, indicate the Branch of Service, highest rank, years of service and MOS/AFSC:			
High School attended:	Years Completed:	Did you graduate?	
College attended:	Years Completed:	Did you graduate?	Degree:
Trade, Business or Specialty School attended:	Years Completed:	Did you graduate?	Degree / Certification:

Town of Northlake
1500 Commons Circle Suite 300
Northlake, Texas 76226

Current or Most Recent Employer:		Address:		
Phone Number:	Department / Division:		Position(s):	
Duties:		Immediate Supervisor:		
Start Date:	End Date:	Beginning Salary:	Ending Salary:	Are you re-hirable?
Reason for Leaving:				
Next Most Recent Employer:		Address:		
Phone Number:	Department / Division:		Position(s):	
Duties:		Immediate Supervisor:		
Start Date:	End Date:	Beginning Salary:	Ending Salary:	Are you re-hirable?
Reason for Leaving:				
Next Most Recent Employer:		Address:		
Phone Number:	Department / Division:		Position(s):	
Duties:		Immediate Supervisor:		
Start Date:	End Date:	Beginning Salary:	Ending Salary:	Are you re-hirable?
Reason for Leaving:				

List three (3) personal references and (2) professional references: (only contacted after screening)

Name	Address	Phone
Have you ever been convicted of a crime other than a traffic violation?	Have you ever received deferred adjudication, probation, or pled "no contest" or "nolo contendere" for a crime other than a traffic violation?	
Explain:		

I hereby certify that all statements made on this application are true and correct. I understand that any falsifications, misrepresentations, or omission of facts on this application may cause me to be ineligible for employment, or if already employed, to be terminated, regardless of the time that passes before such false information is discovered.

Applicant Signature: _____

Date: _____