



EMPLOYMENT OPPORTUNITIES

Human Resources Division
1415 Santa Anita Avenue
South El Monte, CA 91733
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www.cityofsouthelmonte.org
EQUAL OPPORTUNITY EMPLOYER



PART-TIME ~ AT-WILL POSITION CROSSING GUARD Salary: \$15.36 - \$17.59 APPLICATION DEADLINE: OPEN UNTIL FILLED

DEFINITION

Under direction from the Crossing Guard Supervisor, implements street crossing protocols and safety regulations and procedures for school children and pedestrians during school hours; reports and records unusual incidents and guides pedestrians on proper crossing procedures and practices; performs other duties as assigned.

ESSENTIAL DUTIES:

Duties may include, but are not limited to the following:

- Controls and stops street traffic according to established procedures; accompanies children and pedestrians in crosswalks and at intersections to provide safe crossing; instructs children as to the methods and times when crossing is safe.
- Observes traffic at all times when on duty; determines the appropriate time to stop traffic; observes and confirms safe conditions to allow children to enter the crosswalk.
- Collaborates with school authorities on traffic safety programs and public information events.
- Identifies and reports unusual traffic or safety incidents; notifies appropriate personnel of injuries, accidents or other traffic events.
- Performs related duties as assigned.

JOB REQUIREMENTS

Knowledge:

- Basic safe street crossing methods and safety practices.
- Local rules, regulations, and requirements regarding crossing of children at intersections.
- Organizational functions, and key personnel.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.

Competencies:

- Professional & Technical Expertise – Applying technical subject matter to the job.
- Oral Communication – Presents information clearly and in an organized manner.
- Decision Making – Has a clear rationale for decisions.
- Safety Focus – Adheres to all safety practices of the trade and workplace and sees that they are addressed.
- Self-Management – Showing personal organization, self-discipline, and dependability.
- Customer Focus – Attending to the needs and expectation of customers.
- Reading Comprehension – Understands and interprets written material.
- Writing – Presents information clearly and in an organized and cogent manner.
- Informing – Stays informed and shares information with others.
- Handling Conflict – Managing interpersonally strained situations.
- Professional Impact – Presenting self as a positive representative of the organization.
- Cultural Proficiency – Modeling communications and interactions that respect and include all individuals and their languages, abilities, religions and cultures.

- Bilingual Communication – Speaking, reading, writing in a second language as assigned by the position.
- Bilingual Facility – Uses a second language with ease and precision as assigned by the position.

MINIMUM QUALIFICATIONS

Experience:

Any combination equivalent to sufficient training and experience to demonstrate the knowledge and abilities listed above.

Education:

Any combination equivalent to sufficient training and experience to demonstrate the knowledge and abilities listed above.

Additional Requirements/Information:

Works split shifts, typically during school session in the morning and afternoon. Will be required to use Safety Gear.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

- Regularly required to stand, sit, walk, talk, hear, and to use hands to finger, grasp, and perform repetitive motions.
- Visual abilities required for detecting vehicle traffic and pedestrians.

Working Conditions

- Constantly works in outside weather conditions.
- Works near moving mechanical parts.
- Possible exposure to wet and/or humid conditions and vibration.
- Possible exposure to fumes or airborne particles and toxic or caustic chemicals.
- Noise level in the work environment is frequently loud in field settings.

SELECTION PROCESS

Applicants demonstrating the most directly related experience/training *will be invited to participate in an oral interview*. All appointments are subject to approval of the City Manager. Fingerprints and background check will be conducted prior to appointment. Applicant must pass a medical examination and drug test. Applications are available at South El Monte City Hall and on-line at <https://www.cityofsouthelmonte.org/>. Applications may be submitted in person or by mail to City Hall with attention to the Human Resources Division. Scanned applications may be submitted to hr@soelmonte.org. Scanned applications must contain an electronic signature or wet signature for acceptance. Resumes only or faxed applications will not be accepted. The City of South El Monte cannot accept responsibility for notifying candidates of incomplete applications. It is the candidate's responsibility to make sure the application is properly submitted.

LEGAL RIGHT TO WORK IN THE UNITED STATES

The Immigration Reform and Control Act of 1986 requires all new hire employees to submit verification of the legal right to work in the United States within three (3) business days beginning with the first day of work. The City is legally prohibited from employing anyone who cannot provide such verification of documentation.

EMERGENCY DISASTER WORKER

City of South El Monte employees are registered as an Emergency Disaster Worker. In the event of a declared emergency, City employees shall initially remain at work, or if recalled, shall report to work after completing critical personal and family emergency responsibilities. All City employees are required to perform assigned Emergency Service duties in the event of an emergency or disaster and to take such oath at time of employment.

EQUAL OPPORTUNITY EMPLOYER

The City of South El Monte is an Equal Opportunity Employer. It is the policy of the City of South El Monte to provide employment opportunity for all qualified persons. All applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medication condition (cancer and genetic characteristics), or genetic information.

REASONABLE ACCOMODATIONS

The City of South El Monte is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and Fair Employment and Housing Act (FEHA). Individuals with qualified disabilities who need

reasonable accommodation during the selection process must specify the accommodations needed, in writing, at the time when the employment application is submitted.



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22-07 PB/VP