HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Area Crossing Guard

Job Code: XCG02
Pay Grade: GB
Pay Scale: $24.65 Hourly; $22,303.32 Annually
Exempt: No

OVERVIEW

Supervise assigned crossing guards and ensure the safety of children crossing streets and intersections to and from school.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Provide onsite training and observe crossing guards to ensure compliance with Florida Department of Transportation (FDOT) guidelines; report any deficiencies to management.
- Survey the surrounding area and equipment related to the crosswalk within assigned areas that may affect the children's safety and relay any issues to management.
- Maintain and submit monthly logs (e.g., mileage, supervisor activities).
- Cover for absent crossing guards.
- Stop traffic and escort children at designated school crossings to allow them to safely cross the street.
- Be familiar with the location and purpose of the street traffic signs (such as school signs and speed signs) within the assigned area.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Some knowledge of traffic signals and traffic patterns and behavior.
- Knowledge of basic safety procedures and practices relevant to being a school crossing guard.
- Knowledge of supervisory techniques.
- Ability to hear and see at normal range or with accommodation.
- Ability to remain aware of and alert to a variety of environmental factors such as moving vehicles and weather.
- Ability to use good judgment when interacting with children.
- Ability to control a STOP paddle effectively.
- Ability to communicate specific instructions clearly.

SKILLS

- Teamwork
- Training Instruction
- Communication
- Safety Awareness
- Sound Judgment

WORKING CONDITIONS

- Work outdoors in a subtropical climate in potential adverse weather conditions.
- Exposure to high-traffic areas and traffic hazards.
- Stand/walk for prolonged periods.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- Work part-time during standard business and school hours.
- Required to wear a high-visibility, retro-reflective vest.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- Completion of 10th grade.
- Current valid Florida driver license or valid Florida ID.
- One year of experience as a crossing guard or supervisor in a similar role.

REQUIRED POST-EMPLOYMENT TESTING

- Successfully complete the Florida School Crossing Guard Training Program (FSCGTP) and re-certify annually.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff’s Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff’s Office retains the right to change or assign other duties to this job as necessary.

PREFERRED QUALIFICATIONS

- A high school diploma or possession of a GED certificate.
- Customer service experience.