

CITY OF MANCHESTER
HUMAN RESOURCES DEPARTMENT
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SCHOOL CROSSING GUARD

(Announcement Number R-005-14)

(School Term Schedule)

Starting Pay: \$13.65 per session – no fringe benefits

(up to 10 sessions per week - school days only) Work Schedule: 7:40 to 8:40 AM & 2:20 to 3:20 PM

Each Guard works up to 10 sessions per week, which includes morning and/or afternoon session lasting approximately one hour each. Substitutes must be available on an on-call basis.

THE JOB:

Reports to the assigned crossing station, on time; remains there until the conclusion of the assignment; wears a high-visibility traffic vest; uses a hand-held stop sign and a traffic whistle. Ensures that children are using proper crossing locations and that no children are in the street while traffic is moving. Watches for present and potential traffic hazards in the area surrounding the assigned crossings or any other hazardous traffic situation in a school zone. Performs related duties.

MINIMUM QUALIFICATIONS:

General knowledge of traffic control procedures and practices. Knowledge of basic first aid procedures. Ability to deal with and to control the movements of children in a traffic environment; ability to recognize traffic hazards; ability to communicate with effectiveness and firmness; ability to maintain effective relationships with children, school administrators, police officers and the general public. Must have telephone.

In general, vacancies for regular Crossing Guards are filled with substitutes, as openings occur. Substitutes are contacted by phone (early in the morning -- between 7:00 AM and 7:30 AM) on an as needed basis to fill in for absent employees for a morning session and/or afternoon session or more.

NOTE: Offer of hire conditional on candidate's ability to performing essential job functions, with or without accommodation, as determined by passing a medical exam, including alcohol and drug tests and a thorough background check.

APPLICATION PROCEDURE:

Candidates must complete a city of Manchester Employment Application available at City of Manchester website www.manchesternh.gov/jobs or in person at HR Dept. City Hall Annex. Submission of a resume is optional. Application will not be accepted if received after the closing date.

APPLICATION PROCEDURES:

Although submission of a resume is optional, candidates must complete a City of Manchester Employment Application and a School Crossing Guard supplemental form, available at City of Manchester website (Human Resources/Job Application Instructions) or in person at HR Dept. City Hall Annex.

OPENING DATE: OFFICE HOURS:

July 1, 2014

CLOSING DATE: Open until filled

Office Hours: Monday through Friday, 8:00 AM to 5:00 PM

The City of Manchester is an Equal Employment Opportunity Employer

*****PLEASE POST*****

THIS DOCUMENT IS AVAILABLE IN ALTERNATE FORMATS UPON REQUEST