Job Posting

The Plainfield Police Department is currently seeking to fill the part-time position of Crossing Guard. This position will work approximately 6-9 hours a week Monday-Friday during the school year. All interested candidates should submit a current resume and application to the Human Resources Department. Applications can be obtained online at www.plainfield-il.org or at the reception desk at Village Hall.

Job Title: Part-Time Crossing Guard

Department: Police Department

Reports to: Patrol Sergeant

FLSA Status: Non-Exempt

Summary Guards street crossings during hours when children are going to or coming from school by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Directs actions of children and traffic at street intersections to ensure safe crossing.
- Records license numbers of vehicles disregarding traffic signals and reports infractions to police.
- Escorts children across street.
- Places caution signs at designated points before going on duty and removes signs at end of shift.

Supervisory Responsibilities
This job has no supervisory responsibilities.

Competencies
To perform the job successfully, an individual should demonstrate the following competencies:

- Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

- Interpersonal Skills - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

Qualifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience
High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Language Skills
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills
Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability
Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

Computer Skills

Certificates, Licenses, Registrations

N/A

Other Skills and Abilities
Ability to pass work-related physical exam, drug test, polygraph, psychological, and background investigation as required.

Other Qualifications
**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 job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk and talk or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts and fumes or airborne particles. The noise level in the work environment is usually moderate.

Starting hourly wage is $18.88. Applications can be found our website www.plainfield-il.org and can also be picked up at Village Hall 7:30 am - 5 pm, Monday-Friday. Applications will be accepted until the position is filled. Resumes with applications can be sent to: **humanresources@goplainfield.com**.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer or the position outlined herein change.

The Village of Plainfield is an Equal Opportunity Employer and encourages persons of diverse backgrounds to apply for available positions.