

SCHOOL CROSSING GUARD

The Town of Bluffton Police Department is currently seeking applicants for a school crossing guard position. If you are seeking a rewarding part time profession and a great place to work, we welcome you to please submit an application with us. You may do so by visiting our website at www.townofbluffton.sc.gov and clicking on the Town of Bluffton Employment Application link, located under the HR Information section, and fill this out online and click the Submit button when finished. Your application will automatically be sent to HR. You may also email HR at jobs@townofbluffton.com for a blank application copy. When you complete this application you may return it via email to jobs@townofbluffton.com or via regular mail to Human Resources at PO Box 386, Bluffton, SC 29910. All applicants should include a cover letter and resume.

School Crossing Guard

FLSA Status: *Non-Exempt*

General Definition of Work

Essential Functions

The following functions are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Performs other duties as apparent or assigned.

Knowledge, Skills and Abilities

Familiarity with crossing guard methods, practices and procedures; thorough knowledge of the school posts and location of important buildings; thorough knowledge of the applicable rules and regulations of the Police Department; ability to understand and carry out oral and written instructions and ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances; ability to establish and maintain effective working relationships with general public and members of the police department

Education and Experience

High school diploma or GED.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force and frequent exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires reaching with hands and arms, lifting and repetitive motions, frequently standing, walking, speaking or hearing, using hands t finger, handle or feel and pushing or pulling and occasionally requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling and tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, assembly or fabrication of parts within arm's length, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles and exposure to toxic or caustic chemicals; work is generally in a moderately noisy location (e.g. business office with typewriters and/or computer printers, light traffic).

Special Requirements

Reliable motor vehicle transportation is required.

Possession of a valid South Carolina driver's license upon hire.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.