



Post Date: July 3, 2018
Removal Date: Open Until Filled

CITY OF GAUTIER VACANCY ANNOUNCEMENT

POSITION: School Crossing Guard

DEPARTMENT: Police Department

HOURS: Part-time (Work hours are during the School Year when school is opening or closing)

SALARY: \$13.00 per hour

DUTIES: This is specialized work in the control of traffic in conjunction with the movement of children to and from school and is limited to those hours when school is opening or closing. A School Crossing Guard may exercise supervision over one or more children acting as school patrols.

MINIMUM EDUCATION AND EXPERIENCE: High school diploma or GED is required.

REQUIRED DOCUMENTS: Must provide proof of high school diploma or GED with application.

(Job description with minimum requirements attached.)

INTERNAL APPLICANTS: Please contact Lekeisha Hill, HR Generalist at Gautier City Hall or call (228) 497-8000 Ext. 308 or email: hr@gautier-ms.gov

EXTERNAL APPLICANTS: Apply at Gautier City Hall, 3330 Highway 90, Gautier, MS 39553 or visit us online at www.gautier-ms.gov for instructions on how to apply.

APPROVED by: _____

DATE: _____

The City of Gautier is an Equal Opportunity Employer. Persons are considered for all positions without regard to race, color, sex, age, religion, national origin, veteran or handicapped status. The City of Gautier will attempt to meet any reasonable request for accommodation in the hiring process in accordance with Title II of the ADA.



SCHOOL CROSSING GUARD

Department:	Police Department	Pay Rate:	\$13.00 per hour
Reports To:	Police Sergeant	Exempt (Y/N):	N/A
Competitive (Y/N):	N/A		

SUMMARY:

This is specialized work in the control of traffic in conjunction with the movement of children to and from school and is limited to those hours when school is opening or closing. A School Crossing Guard may exercise supervision over one or more children acting as school patrols.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Any one position may not include all of the specific duties listed, nor do the examples cover all the duties that may be performed)

- Provide for the safe transit of children across roadways in the immediate vicinity of the assigned school zone crossing.
- Remains at post to assure that tardy children cross streets safely.
- The crossing guard must be available to substitute in alternate locations, if deemed necessary.
- Reports children who fail to cooperate to immediate superior or principal.
- Reports any traffic hazards observed to the police.
- Performs any other duties as directed by the Police Sergeant.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

- Good knowledge of traffic regulations.
- Ability and willingness to work in inclement weather throughout the year.
- Willingness to work with and having a liking for children.
- Ability to follow oral and written instructions.
- Ability to interact with children and motorists with courtesy and tact.

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, extreme cold and extreme heat. The employee is occasionally exposed to wet and/or humid conditions.

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 occasionally required to sit, stand and walk. The employee must be able to give out loud verbal commands in order to effectively direct children safely across the roadway. Specific vision abilities required by this job include vision, peripheral vision, depth perception, and ability to focus.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

High school diploma or general education degree (GED) is required.

CITY OF GAUTIER

3330 Hwy 90* GAUTIER, MISSISSIPPI * 39553-5124 * TEL: 228-497-8000 ext.308 * FAX: 228-497-8028

We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, marital or veteran status, the presence of a medical condition or handicap, or any other legally protected status.

PLEASE PRINT OR TYPE * PROVIDE ALL INFORMATION REQUESTED

Position Applied For (list only ONE per application)		Date of Application	
Last Name	First Name	Middle Name	
HOME ADDRESS: (STREET, CITY, STATE, ZIPCODE)			
Daytime Phone #: _____		Evening Phone #: _____	
Email (if checked daily):			
Have you ever been employed with us before? <input type="checkbox"/> NO <input type="checkbox"/> YES DATES:			
Are you eligible to work in the United States? <input type="checkbox"/> NO <input type="checkbox"/> YES			
Are you registered to vote in the county in which you reside? <input type="checkbox"/> NO <input type="checkbox"/> YES			
Do you have a valid driver's license? <input type="checkbox"/> NO <input type="checkbox"/> YES		License #:	State:
Commercial –Class:			
Are you employed now? <input type="checkbox"/> NO <input type="checkbox"/> YES		Date available for work:	
Have you been convicted of a felony within the last seven (7) years? <input type="checkbox"/> NO <input type="checkbox"/> YES			
<i>(Conviction will not necessarily disqualify an applicant from employment)</i>			
<i>If Yes, please explain.</i>			
Have you ever had any job-related training in the United States military? <input type="checkbox"/> NO <input type="checkbox"/> YES			
If Yes, please describe.			
Do you have any relatives currently employed with the City of Gautier? <input type="checkbox"/> NO <input type="checkbox"/> YES			
If yes, please give name(s) and relationship(s).			

EDUCATION *If you have a GED, please note last year of high school completed and date GED acquired. You will be asked to provide diplomas, certificates, and/or official transcripts to document education and training.*

School	Address	Course of Study	Diploma/Certification

Describe any specialized training, apprenticeship, extracurricular activities and honors received

EMPLOYMENT EXPERIENCE *Please begin with your present or last job. Include all employment history and any job-related military service assignments and volunteer activities. An additional sheet will be provided upon request. Resumes may be attached*

1.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
2.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
3.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
4.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
5.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Please list any additional skills or qualifications that relate to your ability to perform the job for which you have applied such as licenses, software proficiency, professional types of machinery or equipment you operate, etc.

REFERENCES (Do not include relatives)

Name	Address	Phone Number	Occupation

I certify that all foregoing statements are complete, true and correct, and that I have not knowingly withheld any facts or circumstances that might, if disclosed, affect my application unfavorably. I understand that this employment application is not an employment contract. I understand that misrepresentation or omission of fact within this application is cause for rejection of said application, or termination, if discovered after I am hired.

I hereby authorize the City to investigate all statements contained in this application. I hereby authorize all previous employers, references, persons or entities that the City of Gautier may contact to furnish information concerning my personal character or employment records, and I release them from any and all liabilities or damages incurred as a result of furnishing this information.

I agree to submit to pre-employment drug testing and understand if hired I may be subject to future drug testing pursuant to the written policies of the City of Gautier. I understand and agree to a pre-employment review of my motor vehicle record; and if I am employed and operate City vehicles or similar equipment, to a periodic review of my motor vehicle record. I agree to conform to the rules and regulations of the City of Gautier.

I hereby authorize the City to conduct any and all necessary background checks concerning my criminal record as may be necessary, and I understand the presence of a criminal record may prevent me from being hired.

I hereby understand and acknowledge that, unless otherwise defined by law, any employment relationship with this organization is of an *at will* nature, which means the Employee may resign at any time and the Employer may discharge Employee at any time without cause or notice. It is further understood that this *at will* employment relationship may not be changed by any written document or by conduct. I understand that if I am offered and accept a job, the City of Gautier reserves and retains the right to make changes in the terms and conditions of my employment as the City of Gautier determines to be necessary or appropriate.

I hereby understand and acknowledge that this application shall remain valid for consideration for a period of twelve weeks from the date of this application. In the event I have not been contacted prior to expiration of the stated period, it will be necessary for me to submit a new application for consideration.

I hereby acknowledge that I have read the foregoing and understand the same.

Signature of Applicant: _____ Date: _____