

ASSISTANT SUPERVISOR, SCHOOL CROSSING GUARD

NATURE AND VARIETY OF WORK

This is first-line supervisory work in the Community Relations Division of the Prince George's County Police Department. An employee in this class is responsible for supervising School Crossing Guards in the field. Supervision is received from the Supervisor, School Crossing Guard. The Assistant Supervisor, School Crossing Guard may substitute for an absent Guard and is responsible for the activities of the Unit in the absence of the Supervisor, School Crossing Guard.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Makes daily inspections of crossings and checks School Crossing Guards in regard to proper traffic directions, neatness, punctuality, proper uniform and conduct in accordance with the Standard Operating Procedures.

Trains new School Crossing Guards in proper traffic control and pedestrian safety techniques.

Responsible for first-line supervision of School Crossing Guards.

Provides replacements for Guards on leave and/or substitutes for absent School Crossing Guards.

Recommends and implements new crossing procedures.

Meets with School Transportation Representatives, Principals, parents and Guards to resolve complaints or other problems.

Maintains records and prepares reports.

Prepares and presents annual performance evaluations on Guards.

Issues uniforms and equipment to new Guards.

Posts all leave for Payroll purposes; distributes paychecks.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Considerable knowledge of Standard Operating Procedures and regulations as they pertain to traffic safety.

Considerable knowledge of traffic laws and ordinances.

Considerable knowledge of the geography of Prince George's County.

Ability to understand and communicate oral and written instructions.

Ability to supervise the work of others.

MINIMUM QUALIFICATIONS (PROPOSED)

High school diploma or equivalent with at least one (1) year experience directing or controlling traffic or serving as a School Crossing Guard. Equivalent combination of training, education or experience will also be considered.

NEW: 3/87

REVISED: CB-31-1994