



EMPLOYMENT OPPORTUNITIES



Human Resources Department
1415 N. Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540 ■ (626) 579-2107 FAX
www.ci.south-el-monte.ca.us
EQUAL OPPORTUNITY EMPLOYER

PART-TIME CROSSING GUARD \$12.36 - \$14.59 per hour AT-WILL POSITION

POSITION SUMMARY: Working under the direction of the Crossing Guard Supervisor, Crossing Guards are responsible for the safety of school children going to and returning from school at an assigned location. The work involves traffic control, supervising any person in crossing streets all with the emphasis on safety. This is a part-time position, which follows the calendar of the local School Districts.

- Applies appropriate knowledge of traffic laws and uses clear and proper traffic management signals to both pedestrians and vehicular traffic to safely cross any person within the designated school crossing zones;
- Communicates with Crossing Guard Supervisor to report any information, problems, or concerns regarding the school zone where Crossing Guard services are performed;
- Ability to deal effectively and courteously with the general public;
- Adheres to program policies, procedures and safe work practices.

EDUCATION & EXPERIENCE: One (1) year experience working with school age children, preferably with training in traffic safety or any combination of experience and training which provides the knowledge, skills, and abilities to perform the job. Must be at least 18 years of age.

KNOWLEDGE & PHYSICAL REQUIREMENTS:

KNOWLEDGE OF: Methods and techniques of assisting people across busy streets. Ability to work independently and in compliance with policies and procedures. Candidate should have knowledge of First Aid principles and practices. The ability to communicate in Spanish, Vietnamese, Chinese (Mandarin), or Universal Sign Language would be an asset to this position.

PHYSICAL REQUIREMENTS: Essential and marginal functions may require maintaining physical condition necessary for walking distances up to 50 feet; standing for prolonged periods of time; use of hands and arms for signaling; ability to lift and carry 10 pounds; ability to pull 30 pounds; ability to see in the normal visual range and hear in the normal audio range with or without correction. Field environment; exposure to heat, cold, moving objects/vehicles, noise, inclement weather conditions; work on slippery or uneven surfaces.



Work Schedule: Requires working split shifts Monday – Friday, which include morning and afternoons when school is in session. (15-20 hours per week)

APPLICATION DEADLINE: Open until filled

SELECTION PROCESS:

Applicants demonstrating the most directly related experience/training will be invited to participate in an oral interview. All appointments are subject to approval of the City Manager. Fingerprints and background check will be conducted prior to appointment. Applicant must pass a medical examination and drug test. Applications are available at South El Monte City Hall and on-line at www.ci.south-el-monte.ca.us/ On-line applications and or resumes will not be accepted. Applications may not be faxed or submitted electronically.

LEGAL RIGHT TO WORK IN THE UNITED STATES

The Immigration Reform and Control Act of 1986 requires all new hire employees to submit verification of the legal right to work in the United States within three (3) business days beginning with the first day of work. The City is legally prohibited from employing anyone who cannot provide such verification of documentation.

EMERGENCY DISASTER WORKER

City of South El Monte employees are registered as an Emergency Disaster Worker. In the event of a declared emergency, City employees shall initially remain at work, or if recalled, shall report to work after completing critical personal and family emergency responsibilities. All City employees are required to perform assigned Emergency Service duties in the event of an emergency or disaster and to take such oath at time of employment.

EQUAL OPPORTUNITY EMPLOYER

The City of South El Monte is an Equal Opportunity Employer. It is the policy of the City of South El Monte to provide employment opportunity for all qualified persons. All applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medication condition (cancer and genetic characteristics), or genetic information.

REASONABLE ACCOMODATIONS

The City of South El Monte is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and Fair Employment and Housing Act (FEHA). Individuals with qualified disabilities who need reasonable accommodation during the selection process must specify the accommodations needed, in writing, at the time when the employment application is submitted.



**CITY OF SOUTH EL MONTE
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