



## JOB OPENING

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### Part-Time School Crossing Guards

**Salary:** \$10.10 – \$15.31 per hour

*Part-Time, Non-Exempt position*

**Closing Date:** Open Until Filled

**Reports to:** School Crossing Guard Supervisor, Community and Leisure Services Dept.

The Town of Miami Lakes is accepting applications for Part-time School Crossing Guards. This is public safety work in guiding school children across roadways. Work involves directing and stopping traffic to allow school children to cross roadways safely. Duties also include supervising school children along roadways to ensure order and safety. Work is performed within established procedures. Work is reviewed by an administrative superior through observation of work activities. Employees work 2-hour split shifts in the morning (7:00 a.m. – 9:00 a.m.) and afternoon (1:30 p.m. – 3:30 p.m.), Monday through Friday, for a total of 20 hours per week during the time school is in regular session. Some schools may require work assignments during the summer months. Employees must be dependable in their attendance, regardless of weather conditions.

#### Essential Duties:

- Stops the flow of traffic at designated crosswalks; guides school children across roadway.
- Supervises school children gathered at roadside; maintains order; reports problems to supervisor.
- Performs related work as required.

#### Knowledge, Skills and Abilities:

- Some knowledge of police procedures in controlling pedestrians.
- Some knowledge of the proper operation of traffic control devices.
- Ability to direct and control vehicular traffic.
- Possession of good eyesight and the ability to distinguish colors.
- Ability to effectively handle a work environment and conditions which involve working around traffic and varying weather conditions.
- Ability to fluently speak, hear, read and write in English. Ability to communicate in Spanish, a plus.
- Ability to walk and stand for extended periods of time
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of Town's Ethics and Conflict of Interest policies.
- Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, political affiliation or sexual orientation.

#### Minimum Requirements:

High School Diploma or GED. Successful completion of job related tests and certification class

*The Town of Miami Lakes is an Equal Opportunity Employer and Drug Free Workplace.*

*Applicants must complete all requirements established by the Town of Miami Lakes for employment. This may include, but is not limited to, a written examination, a comprehensive background investigation and a job-related medical examination including a drug/alcohol screening test*

**To apply: Please forward a resume or job application to the Town of Miami Lakes via email: [Jobs@miamilakes-fl.gov](mailto:Jobs@miamilakes-fl.gov) or in person. Individuals with disabilities requiring accommodations must contact the Human Resources Department by calling (305) 364-6100.**

6601 Main Street • Miami Lakes, Florida, 33014

Office: (305) 364-6100 • Fax: (305) 558-8511

Website: [www.miamilakes-fl.gov](http://www.miamilakes-fl.gov)