



## EMPLOYMENT OPPORTUNITY

### OBERLIN POLICE DEPARTMENT CROSSING GUARD / CROSSING GUARD ALTERNATE

The City of Oberlin Police Department is accepting applications on a rolling basis for **Part-Time Crossing Guard and Crossing Guard Alternate positions for the 2017/2018 school year.**

The Crossing Guard position works daily, Monday through Friday, one (1) hour in the morning and one (1) hour in the afternoon, coinciding with school schedules.

The Crossing Guard Alternate position works on an as-needed basis, potentially every day, Monday through Friday, one (1) hour in the morning and one (1) hour in the afternoon, coinciding with school schedules.

**Minimum Qualifications:** Must be 18 years old or older, successfully pass a criminal background check and drug screening, and have reliable transportation and a working phone.

**Hourly Rate: \$9.00/hour**

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Applications and full job description are available at **[www.cityofoberlin.com](http://www.cityofoberlin.com)** and at Oberlin City Hall (85 South Main Street, Oberlin, Ohio 44074).

**Applications may be returned via email to:**

[hr@cityofoberlin.com](mailto:hr@cityofoberlin.com)

**Or mailed to:**

City of Oberlin Human Resources Department  
85 South Main Street  
Oberlin, Ohio 44074

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**OPEN UNTIL ALL POSITIONS FILLED**

*The City of Oberlin is a Drug-Free Workplace and an Equal Employment Opportunity employer.*

## **CITY OF OBERLIN JOB DESCRIPTION**

### **School Crossing Guard**

<b>Title:</b>	Crossing Guard	<b>Department:</b>	Police Department
<b>Supervisor:</b>	Auxiliary Police Captain	<b>Position(s) Supervised:</b>	N/A
<b>Status:</b>	Part-Time	<b>Civil Service Status:</b>	Unclassified
<b>FLSA Status:</b>	Non-Exempt	<b>Exemption Category:</b>	N/A
<b>Bargaining Unit:</b>	N/A	<b>Pay Grade:</b>	Not categorized
		<b>Schedule:</b>	1 hour/morning - 1 hour/evening Monday through Friday – consistent with school schedules

*This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.*

#### **General Statement of Duties:**

The School Crossing Guard is responsible for performing a specific safety function, directly related to facilitating a safe passage to school for school-age children. The School Crossing Guard works independently, in the absence of direct supervision, to safely cross pedestrians at assigned intersections, before and after school.

Crossing Guards have serious responsibilities. Oberlin parents are placing their trust and the care of their children into the hands of Crossing Guards every school day. The Crossing Guard shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service. The Crossing Guard shall demonstrate leadership through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability and responsibility.

The job description is intended merely to illustrate the duties that may be assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding a position assigned this title or to limit the nature and extent of assignments a person may be given.

#### **Minimum Qualifications:**

Requires the applicant to be 18 years of age or older. Must be able to work with little supervision. This position requires working outdoors, sometimes in inclement weather. Experience working with children or in a position with public contact is highly desirable. An individual who poses a direct threat to himself/herself or others in the workplace will be deemed not qualified for this position.

**Primary Job duties:** *(Essential functions are identified by an “\*”).*

**General Duties\***

- Safely escorting pedestrians at assigned intersections, across City streets, in an organized and patient manner, before and after school
- In the morning, the Crossing Guard must arrive at assigned “post” or crosswalk at least 30 minutes *before* the school session beginning and must stay 30 minutes *after* the start of school session to assist late students in crossing
- In the afternoon, the Crossing Guard must arrive at assigned “post” or crosswalk at least 20 minutes *before* the school session ends and must stay at assigned crosswalks for at least 40 minutes *after* the school session ends
- The position requires standing for an extended period of time while holding a stop sign in the air in a position visible to drivers
- Uses non-verbal signals to get and keep the attention of drivers and pedestrians
- Maintains control of pedestrians in crosswalks
- Develops and maintains effective working relationships with those contacted during the course of work
- Complies with all safety procedures, work rules, and regulations and directives established to prevent injury and/or to reduce hazards to themselves, fellow employees, municipal property, and the public
- Crossing Guards are usually hired initially into an “alternate” Crossing Guard position to work on call, if and until a permanent intersection assignment becomes available. The position is part-time, working from 0 to 10 hours per week when school is in session

**Supervision**

- Works under the supervision of the Auxiliary Police Captain

**Unusual or Special Working Conditions:**

- Responds to call-outs in times of emergency school closures.
- Required to work in severe weather conditions and possible hazardous traffic conditions.
- Dependability in this position is vital.
- Applicants must be available from 7:00 a.m. to 4:00 p.m. Applicants must be able to respond and report for work within 20 minutes if called in to work an unscheduled assignment. Applicants must be able to work in an outdoor environment and in various weather conditions.

**Required Knowledge, Skills and Abilities:**

- Knowledge of basic safety crossing techniques
- Knowledge of basic safety principles and practices
- Ability to establish and maintain effective work relationships with supervisor, co-workers, employees, City officials and the public
- Ability to investigate, analyze and effectively resolve problems and conflicts
- Ability to multi-task and perform with evolving priorities
- Ability to maintain confidentiality and handle sensitive issues with discretion/sound judgment

**Work Environment and Equipment Utilized:**

Standard traffic safety equipment is utilized routinely in the job, and the work is performed in the field, where the employee may be exposed to extreme conditions of weather, sound, odors and other unpleasant conditions and hazards. **SAFETY SENSITIVE POSTIONS ARE SUBJECT TO RANDOM DRUG AND ALCOHOL TESTING ACCORDING TO CITY POLICY.**

Reviewed by Civil Service Comm: 04/06/11

Reviewed by City Council: N/A

City of Oberlin  
85 South Main Street  
Oberlin, Ohio 44074  
Ph. (440) 775-1531



# EMPLOYMENT APPLICATION

Position Applied For: \_\_\_\_\_

Date of Application: \_\_\_\_\_

***We consider applicants for all positions without regard to race, color, religion, gender, national origin, sexual orientation, age, marital or veteran status, the presence of a non-job-related medical condition or disability, or any other legally protected status, as long as they are able to perform the essential functions of the job with or without reasonable accommodation. We will not refuse to hire an applicant because of disability so long as the disabled applicant is qualified to perform the essential functions of the job with or without reasonable accommodation.***

(Please Print)

Last Name		First Name		Middle Name	
Address		City	State	Zip Code	
Telephone Numbers Cell _____		Other (Please Specify) _____		Social Security Number	
E-Mail Address*:					

***\*E-Mail Addresses will be used to notify you of the status of your application***

Are you age 18 or over? ☐ Yes ☐ No

Are you employed now? ☐ Yes ☐ No

May we contact your present employer? (ONLY upon establishing mutual interest) ☐ Yes ☐ No

On what date would you be available for work? \_\_\_\_\_

Are you available to work: ☐ Full Time ☐ Part Time ☐ Shift Work ☐ Temporary

Do you currently possess a valid Ohio Drivers License? ☐ Yes ☐ No

Do you currently possess a valid Commercial Drivers License (CDL)? ☐ Yes ☐ No

If yes, does your CDL have air brakes and tanker endorsements? ☐ Yes ☐ No

Has your driver's license ever been suspended because you operated a motor vehicle while under the influence of alcohol or drugs? ☐ Yes ☐ No

## Education

	High School or GED				Undergraduate College/University				Graduate/ Professional			
School Name and Address												
Years Completed	9	10	11	12	1	2	3	4	1	2	3	4
Diploma/Degree												
Describe Course of Study												
Describe any specialized training, apprenticeship, skills, and extra-curricular activities												
Describe any honors you have received												
State any additional information you feel may be helpful to us in considering your application												

*(Educational level will be considered only to the extent a particular level of educational achievement is necessary for successful job performance.)*

### List professional, trade, business, or civic activities and offices held.

*You may exclude memberships which would reveal gender, race, color, religion, national origin, age, ancestry, disability, political affiliation, or other protected status.*

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## References

### List three work references (not related to you) preferably in a supervisory role.

Name	Telephone Number	Position	Years Known
1. _____			
2. _____			
3. _____			

## Special Skills and Qualifications

Summarize any special job-related skills and qualifications acquired from employment, military, or other experience.

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# Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, age, ancestry, gender, national origin, disabilities, political affiliation, or other protected status. If you need additional space, please continue on a separate sheet of paper.

**This section must be filled out, even if you are attaching a résumé!**

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

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Are you currently on "lay-off" status and subject to recall? ☐ Yes ☐ No

If you have served in the U.S. Armed Forces, are you currently discharged from active duty? ☐ Yes ☐ No

Are you legally eligible for employment in the United States? ☐ Yes ☐ No  
(If you are hired by the City you must provide proof of your eligibility and any required documentation.)

Have you ever been convicted in civilian or military courts of a felony or a misdemeanor (*other than a minor traffic offense*), or are there currently charges pending against you? ☐ Yes ☐ No

If "Yes," please explain: \_\_\_\_\_  
(A conviction will not necessarily be a bar to employment: Factors such as date, nature/number of offenses, age at the time of offense & rehabilitation will be considered)

## Applicant's Statement

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I, \_\_\_\_\_, understand that this is an application for employment and not  
(Print Applicant Name Here)  
an employment contract.

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that the City may make a **thorough investigation of my entire work and personal history** and may verify all data given in my application for employment, related documents or interviews. **I authorize such investigation and release from liability any person(s) giving or receiving such information. I understand that falsification of data so given, or other derogatory information discovered as a result of this investigation, may prevent my being hired, or, if hired, may subject me to immediate dismissal.**

\_\_\_\_\_  
Initial

\_\_\_\_\_  
Initial

I understand that if the City offers me employment, **the offer of employment will be contingent upon me taking and passing a drug test** as a condition of employment, and further understand that I may be **required to submit to additional pre-employment testing as may be required for the job.**

\_\_\_\_\_  
Initial

\_\_\_\_\_  
Initial

I understand that if the City offers me employment, I am required to abide by all rules and regulations of the City, and that the City retains the right to establish, modify and change those regulations including those pertaining to scheduling, overtime and shift assignments. I understand that if hired by the City, my employment can be terminated by the City subject only to applicable laws and regulations.

I am aware **this application is a "Public Record"** as defined by Ohio Public Records law and will be treated in accordance with that law.

\_\_\_\_\_  
Initial

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Signature of Applicant

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Date

## EQUAL EMPLOYMENT OPPORTUNITY SURVEY

(Read information below)

**ATTENTION!!** Please return this form to the Human Resources Department in Oberlin City Hall at 85 South Main Street, Oberlin, Ohio 44074 with your completed application.

Name \_\_\_\_\_

(Please Print)

Gender: ☐ Male ☐ Female

Education Level: \_\_\_\_\_  
(i.e. GED, High School, Some College, 2-year degree, 4-year degree, etc.)

Race: ☐ Black (Non-Hispanic)

☐ White (Non-Hispanic)

☐ Hispanic

☐ Asian/Pacific Islander

☐ American Indian/Alaska Native

☐ Other \_\_\_\_\_

Do you have a physical or mental disability? (*Answer is strictly voluntary*) ☐ Yes ☐ No

Job applied for: \_\_\_\_\_ Date: \_\_\_\_\_

What led you to apply?

☐ Newspaper or Prof. Journal Advertisement \_\_\_\_\_ (Please Specify)

☐ College/School Employment/Guidance Office

☐ Cable TV

☐ I am a Current Employee

☐ Church \_\_\_\_\_ (Please Specify)

☐ Internet

☐ Word of Mouth

☐ Other \_\_\_\_\_ (Please Specify)

In which City, Village, or Township do you reside? \_\_\_\_\_

*Thank you for your assistance*

## IMPORTANT INFORMATION

The data requested above will be kept strictly confidential and will **NOT** be a part of any personnel or job application records. This information will be accessible only to the Equal Employment Opportunity Officer and is being gathered in compliance with Federal Equal Employment opportunity regulations. It will be used to evaluate the City's policy of providing equal job opportunities to all applicants, and to respond to federal and state reporting requirements.

**SPECIAL NOTE:** Should you feel that you were discriminated against while seeking a particular job with the City of Oberlin, you are encouraged to file a written complaint to that effect with the Equal Employment Opportunity Officer.

**PLEASE COMPLETE THE INFORMATION ABOVE!**