



CITY OF OKEECHOBEE

JOB DESCRIPTION

AN EQUAL OPPORTUNITY EMPLOYER

POSITION TITLE: SCHOOL CROSSING GUARD

Department:	Police	Type:	Temporary Part-Time
Department Head:	Chief of Police	Starting Salary:	\$20.26/Hour
Supervised by:	Lieutenant	Opening Date:	April 22, 2026
Supervision Duties:	None	Closing Date:	Open Until Filled
FLSA Status:	Non-Exempt	Union Status:	N/A

The job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job. The duties and 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 essential functions.

NATURE OF WORK

This position is responsible for directing the safe movement of children, adults, and traffic at public roadway intersections and school entrances and monitors and enforces school zone speed limits.

1. ESSENTIAL FUNCTIONS:

- Assists students, guardians, and faculty with safely crossing at an authorized school crossing in accordance with the code of practice during the hours of arrival to and departure from school.
- Monitors the behavior of students who are waiting to cross the roadway and redirects unsafe actions.
- Places and removes all caution signs and traffic cones.
- Operates the school sign warning lights where appropriate and report any faults in the lights to the Lieutenant.
- Cautions drivers of speeding vehicles using a whistle and/or hand signals.
- Records the license plate numbers of vehicles disregarding the school zone speed limit, taking notes of all relevant details, and relaying information to the Lieutenant. In extreme circumstances, prepares to act as a witness in a court of law.
- Reinforces road safety messages and safe crossing behavior with students, guardians, and faculty crossing roadways.
- Maintains regular and consistent attendance, and punctuality, notifying the Lieutenant in advance of any absence from duty.
- Performs related work as required or assigned.

2. QUALIFICATIONS:

A. Knowledge of:

- 1) Basic traffic laws, school zone signage, and pavement markings.
- 2) Health and safety guidelines, risk assessment, and safe operations.
- 3) Fundamentals of crossing guard duties.

B. Ability to:

- 1) Follow oral and written directions/instructions.
- 2) Read, write, and speak English fluently.
- 3) Maintain effective working relations with others.
- 4) Quickly respond (with the hand, finger, or foot) to a signal (sound, light, or image) when it appears.
- 5) See details at a distance, and to judge if objects are closer or farther away from you, to see objects or movements to one's side when eyes are looking ahead.
- 6) Shift back and forth between two or more sources of information (such as speech, sounds, touch, or other sources).
- 7) Understand when there are lulls or gaps in traffic.
- 8) Function for long periods of time standing outdoors.
- 9) Concentrate without being easily distracted.
- 10) Coordinate two or more limbs while sitting, standing, or lying down, does not involve performing the activities while the whole body is in motion.

- 11) Display all safety measures for appropriate equipment and clothing.
- 12) Perform required reporting of motorist violations as necessary.
- 13) Demonstrate an interest in and an understanding of children so they respond to direction.
- 14) Work and communicate effectively with children.

3. MINIMUM REQUIREMENTS:

A. Education and Experience:

- 1) High school diploma or equivalent.

B. Licenses, Certificates, Additional Requirements:

- 1) Valid Florida Driver's License (three-year clean driving record and maintained throughout employment without any restrictions on performance).
- 2) Must be at least 19 years of age.
- 3) United States Citizen or legal resident of the State of Florida.
- 4) Pass background investigation and reference check, including an FDLE criminal background check.
- 5) Pass pre-employment 10-panel substance screening and complete health physical.

4. TOOLS AND EQUIPMENT USED:

Personal computer, including word processing, spreadsheets, email, internet for research, motor vehicle, phone, radio, fax and copy machines, traffic cones, whistle, hand-held stop sign, and safety vest.

5. PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk, climb, bend, stoop, stretch, balance, crouch, crawl, or similar activities, and smell. Requires standing for long periods of time. Hand-eye coordination is necessary to operate computers, office equipment, traffic cones, whistles, and stop signs. Must have sufficient strength and ability to independently and exert up to 20 pounds occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force independently to lift, carry, push, pull, or move objects. Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, the ability to adjust focus.

6. WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.

Work is primarily performed in outdoor settings, in all weather conditions, including temperature extremes, during morning and afternoon shifts. The noise level in the work environment is usually moderate to loud. Exposed to frequent traffic movement and vehicle exhaust.

7. WORK LOCATION AND HOURS:

Police Department, 50 Southeast 2nd Avenue.

Monday through Friday, 3 hours per day, early morning and afternoon. Specific hours are determined when school is assigned.

8. ADDITIONAL INFORMATION:

A. Evaluation Period: Successful candidates will be on a new hire probationary/evaluation period for a minimum of 6 months, to allow a period for an evaluation of ability, work habits and conduct. The Police Chief has the authority to dismiss the new employee without notice and without cause being given.

B. Drug Testing Policy: The City is committed to providing a safe work environment for all of its employees. The abuse of alcohol and drugs is a national problem which impairs the safety and health of employees and the public, promotes crime, and harms the entire community. To maintain the highest standards of morale, productivity, and safety, the City has instituted a drug and

alcohol-free workplace program.

- C. E-Verify:** To comply with Federal and State law, the City participates in E-Verify. All newly hired employees are queried through this electron system established by the Department of Homeland Security and the Social Security Administration to verify their identity and employment eligibility. Any employment offer is contingent upon compliance for Form I-9 completion timelines and confirmation of employment authorization by E-Verify.
- D. Benefits:** An excellent benefits package accompanies the City's competitive salaries and opportunity for continuing professional development. Our employees enjoy the many advantages of living in South Florida with its wonderful sub-tropical climate, exceptional year-round recreational opportunities, and the following benefits to Part Time employees:
- Job Connected Injury Benefits
 - Uniforms Furnished
 - Direct Deposit Bi-weekly Payroll
- E. Veterans' Preference:** Former military personnel, or their spouse, that have been verified as a "Veteran" under Florida Administrative Code Rule 55A-7.009 will receive an interview if they meet the minimum competency factors of the position. The Veterans' preference laws do not guarantee the Veteran a job. Positions are filled with the best qualified candidate as determined by the hiring Department Head.

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