

City of Torrance CROSSING GUARD

(Job Code 13050301)

Various School Locations throughout the City
\$11.07 - \$12.92 per hour w/ limited benefits

The City of Torrance is looking for dedicated community minded individuals to serve as Crossing Guards to meet the needs of our children at Torrance Elementary schools. This position is employed by the Police Department and supervised by the Police Operations Supervisor.

Ideal Candidates will demonstrate the following:

- A strong work ethic with a work history of stability, reliability, dependability, and flexibility.
- Willingness to work at a physically demanding job with elementary school children.
- Excellent judgment, decision-making and patience in dealing with pedestrian and vehicular traffic.

EXAMPLES OF DUTIES:

- Directs children going to or returning from school in crossing streets at assigned street corners during designated hours;
- Maintains discipline among school children when they are approaching a street intersection or crossing the street;
- Determines safest possible time to cross street.
- Stops and starts traffic to permit the crossing of school children at a street intersection
- Evaluates situations and acts properly and quickly in emergencies.
- Reports accidents of school children and vehicles failing to obey traffic regulations at school crossings;
- Communicates clearly and effectively with children of various backgrounds.

EDUCATION & EXPERIENCE REQUIRED:

There are no specific experience requirements but candidates should be dependable and have the ability to learn on the job. The required education is completion of the eighth grade. Graduation from high school is preferred.

APPLICATION PROCEDURE:

Completed standard City and supplemental applications will be accepted from Monday, September 23, 2013 at 7:30 a.m. to Friday, October 11, 2013 at 5:30 p.m. Applications are available at the City of Torrance Personnel Building, located at 3231 Torrance Boulevard, Torrance CA 90503 or apply online at www.TorranceCA.Gov. To locate the online application, go to Job Opportunities under the Quick Links section and then to Job Openings (Open to the Public). Faxed applications and postmarks will not be accepted. If you have questions regarding the position, please email Luz Aceves, Police Operations Supervisor at LAceves@TorranceCA.Gov.

INFORMATIONAL MEETING:

An Informational Meeting will be held on Monday, September 30, 2013 at 5:00 p.m. at the Torrance Police Department located at 3300 Civic Center Drive, Torrance CA 90503. At the meeting, potential applicants will learn about the working conditions, requirements for the position, selection process and the components of the background check. Application packets will be available and/or may be submitted at the Informational Meeting.

SELECTION PROCESS:

After a review of the applications, only candidates whose information on the application packet show that they best meet our requirements will be invited to participate in the interview process. Interviews will be conducted Tuesday, October 29, 2013.

SPECIAL NOTES:

As a condition of employment, candidates must pass a background check and a pre-employment medical examination. A background check will include job and personal references, arrest records, credit history, and use of controlled substances, psychological evaluation, drug screening and polygraph test.

The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.

Equal Opportunity / ADA Employer

CITY OF TORRANCE
Crossing Guard
Supplemental Questions

Are you available to work the following hours:

7:30 a.m. to 9:30 a.m. Yes No

1:30 p.m. to 3:30 p.m. Yes No

In order to be employed as a Crossing Guard you will be required to pass all components of the pre-employment screening, please indicate if you are willing to complete the following:

Medical Examination Yes No

Job Reference Check Yes No

Background Questionnaire Yes No

Personal Reference Check Yes No

Review of Arrest Records Yes No

Review of Credit History Yes No

Review of Use of Controlled Substances Yes No

Psychological Evaluation Yes No

Polygraph Test Yes No

Print Applicant Name: _____

Applicant Signature: _____

Date: _____