

**JOB DESCRIPTION**

<b>POSITION:</b>	<b>CROSSING GUARD COORDINATOR</b>		
<b>DEPARTMENT:</b>	Operations		
<b>LOCATION:</b>	Various	<b>UNION:</b>	C.U.P.E. Local 543
<b>HOURS OF WORK:</b>	33.75	<b>JOB CODE:</b>	543381
<b>SHIFT WORK REQ'D:</b>	No	<b>GRADE/CLASS:</b>	0.14

**DUTIES:**

Reporting to the Coordinator, Parking Services, this position will be responsible for the coordination of the Crossing Guard Program. This includes supervising approximately 90 crossing guards (assigning daily work, dealing with personnel issues, determining priorities); hiring and training crossing guards; ensuring their training is up-to-date on an on-going basis; completing separation forms when required; liaising with Windsor Police Services, School Boards and individual schools to determine needs and address suggestions and complaints; producing monthly newsletters to keep the crossing guards informed of any upcoming changes; accountability and/or control of Crossing Guard Program budget. Is required to utilize the Microsoft Office Suite of Products for typing assignments, creation of spreadsheets, etc. Review collision reports for the database. Track division service requests and manage the database. Responds to general inquiries by the public or other internal staff. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

**QUALIFICATIONS:**

- Must have an Ontario Secondary School Graduation Diploma plus two (2) years of post-secondary education in Office Administration or Social Sciences or Business Administration Ontario Ministry of Education equivalencies;
- Must have over one (1) year of experience in a computerized office environment utilizing the Microsoft Office suite of products i.e. Outlook, Word and Excel;
- Must hold and maintain a current, valid and lawful Class 'G' Driver's Licence in accordance with the Highway Traffic Act, for the purposes of operating a City of Windsor vehicle and provide a driver's abstract as a condition of employment;
- Must possess excellent oral and written communication skills;
- Education or Experience in Civil Engineering will be considered an asset.
- Must have the ability to work effectively with minimal direction;
- Must have a pleasant, courteous manner and demonstrate excellent customer service skills;
- The physical demands analysis associated with this job indicates a light level of work

**In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.**