



City of Saginaw

333 West McLeroy  
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Saginaw, Texas 76179  
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[www.ci.saginaw.tx.us](http://www.ci.saginaw.tx.us)

**JOB OPPORTUNITY ANNOUNCEMENT  
SCHOOL CROSSING GUARD**

OPEN DATE: November 7, 2018

CLOSING DATE: Open until position filled

SALARY: \$10.00 PER HOUR (approximately 1 hour morning and 1 hour afternoon)

**MINIMUM REQUIREMENTS:**

CITIZENSHIP: Must be a United States Citizen by birth or naturalization.

EDUCATION: High School or Equivalent

MUST BE ABLE TO PERFORM ESSENTIAL AND NON-ESSENTIAL JOB DUTIES WITH OR WITHOUT A REASONABLE ACCOMODATION.

**All applications must be returned with:**

1. Application Supplement
2. Authority to Release Information
3. Confidential Information Agreement Form
4. Authorization to Consent Drug and/or Alcohol Testing
5. Copy of valid driver's license
6. Copy of social security card
7. Copy of birth certificate
8. Copy of high school diploma or GED

**Failure to comply with this request could disqualify you.**

**NON-TOBACCO USERS PREFERRED  
NO SMOKING INSIDE ANY CITY BUILDINGS OR VEHICLES**

**City of Saginaw Human Resources Department  
333 West McLeroy Blvd., Saginaw, Texas 76179, Phone 817-230-0330**

**Application packets available:**

In person: City of Saginaw, Human Resources Department

Online: [www.saginawtx.org](http://www.saginawtx.org)

**Equal Opportunity Employment**

Note: The Immigration Reform and Control Act of 1986 requires the City of Saginaw to hire only U. S. Citizens and lawfully authorized alien workers. Employability verification will be required of prospective employees.

**SCHOOL CROSSING GUARD HIRING PROCESS**

**Criminal History and driving record will be reviewed before beginning the hiring process.** The hiring process for City of Saginaw school crossing guard will consist of the following: interview with Police Sergeant, background check, and physical examination and drug screen. Any offer of employment is contingent on applicant passing the physical examination and the drug screen. **We reserve the right not to employ any applicant.**

CITY OF SAGINAW  
JOB DESCRIPTION

Job Title: School Crossing Guard  
Department: Police  
Part Time Position

Effective: 02-01-2001  
State Employment Commission Code: 9221  
Worker's Compensation Number: 7720

**Job Summary:**

Performs all duties pertinent to the functions of a School Crossing Guard. Duties include conducting the safe and orderly crossing of pedestrians and bicycle traffic on public roads and school property. Performs vehicle traffic control with prudent judgment for the safety of the public and within the limits prescribed by laws, rules, regulations, and departmental policies with guidance from his/her supervisor. Work is performed under the supervision of Police Sergeant.

Work time and schedules are in parallel with the operation of public schools for the ingress and egress of all pedestrian and bicycle traffic as warranted by the opening and closing times for schools. Performs related work as required.

**Essential Job Functions:**

Must have working knowledge of traffic control and traffic control functions; departmental policies and procedures as related to this job; and safety rules, procedures, and regulations. Must have skills to operate a police radio in maintaining communications for emergency contact. Must have the ability to meet and deal effectively with the general public and to communicate effectively with both verbal and physical body movements in the course and scope of the job. Must demonstrate and project a friendly and compassionate attitude while maintaining control of the school crossing and its young pedestrians. Must be of sound and good moral character. Must be of sound physical condition to conduct the safe and orderly passage of both pedestrian and vehicle traffic on a regular daily basis during all types of outdoor weather conditions. Must be able to work in an out-of-door environment subject to extreme temperatures, inclement weather, and intermittent exposure to dust, fumes, and loud noise. Must be able to walk, stand, stoop, and sit for periods of up to two continuous hours without having any adverse physical reactions.

**Other Job Functions:**

None

**Required Education, Degrees, Certificates, and/or License:**

High School Diploma or General Equivalency Diploma. Must speak English.

**Experience, Training, Knowledge, and Skills:**

Must have abilities to cooperate with others within the department, other employees of the City and the general public; speak and deal tactfully and effectively with the people with whom he/she comes in contact; communicate and understand written and oral instructions; take effective action in emergency situations; exhibit emotional stability; get along well with the public, especially children; and maintain control of school crossing area.