

CITY OF ENGLEWOOD



# IMMEDIATE OPENINGS



## CROSSING GUARDS

### \$20.00 PER HOUR

#### SUMMER SEASON

June—Sept

Mon-Sun 12:30pm-3:30pm

Mon-Sun 3:30pm-6:30pm

Fri & Sat 6:30pm-8:00pm

#### SCHOOL YEAR\*

Sept - June

Mon-Fri 7:30am-9:00am

Mon-Fri 2:30pm-3:00pm

\*Hours are subject to Public School District Calendar

#### View the Job Description Online:

Go to [www.cityofenglewood.org](http://www.cityofenglewood.org)

Mouse click Government

Mouse click Departments

Mouse click Human Resources

#### Apply Today:

Englewood Human Resources

2-10 N. Van Brunt Street

Englewood, NJ 07631

201-871-6660

- ◇ MUST CLEAR A BACKGROUND CHECK
- ◇ MUST CLEAR A MEDICAL, VISION & HEARING EXAM
- ◇ MUST COMPLETE SAFETY TRAINING





# Englewood

Human  
Resources

P.O. Box 228 • Englewood, N.J. 07631 • (201) 871-6660 • Fax (201) 567-3678

## **CROSSING GUARD**

### **DEFINITION**

Under the direction of the Police Chief and the division of traffic supervisors, crossing guards are responsible for monitoring traffic flow, to locate safe gaps and to direct or escort pedestrians across streets.

### **EXAMPLES OF WORK**

- Direct actions of children and traffic at street intersections and school entrances to ensure safe crossings.
- Oversee, guide and/or control vehicular and pedestrian traffic flow during the school day, to include but not limited to delayed openings and early dismissals.
- Communicate traffic and crossing rules and other information to students and adults.

### **QUALIFICATIONS**

#### **Education, Experience and Licenses, etc.**

There is no formal education and experience requirement for this job but all candidates:

- Must be a citizen and resident of New Jersey;
- Must be able to read, write, speak and understand English sufficiently to perform the duties of this position.
- Must fulfill a two-hour classroom training, set by the NJ State Statute
- Must meet and pass a qualifying pre-employment background check and physical evaluation, to include, but is not limited to vision and hearing exams.
- Must be able to lift and hold in position a stop sign weighing approximately 1 pound while holding the opposite hand in an upright, raised position.
- Must be able to walk and stand for an entire shift which can range in duration from one-half hour to two hours or more.

**Preferred Knowledge, Skills and Abilities**

- Ability to think and react independently to various situations.
- Ability to follow oral and written instructions
- Ability to relate to people in a positive manner.
- Ability to establish and maintain to effective working relationships.

**COVID-19 Considerations:**

*Several safety measures have been implemented to educate, coach and protect team members and the general public. Nothing in this job description restricts management rights to assign or reassign duties and responsibilities to this job at any time. To ensure workplace health and safety guidelines are followed, you are encouraged to support awareness and to report all concerns and/or violations. Employees will be required to follow any other job-related instruction and to perform any other job-related directives given by authorized personnel.*



## City of Englewood – Crossing Guard

### General Interest Form

City of Englewood  
2-10 N. Van Brunt Street  
Englewood, NJ 07631

Today's Date:

Email Address:

#### PERSONAL INFORMATION

Last Name:

First:

Middle Initial:

Street address:

Primary Phone #:

Secondary Phone #:

City:

State:

Zip:

Date of Birth:

#### AVAILABILITY (CHECK ALL THAT APPLY)

##### School Year (Sept – June)

- 7:30am – 9:00am Mon - Fri
- 2:30pm – 3:30pm Mon - Fri \*Early Dismissal as Required

##### Summer School (July – August)

- 8:00am – 9:00am Mon - Fri
- 12:00pm – 1:00pm Mon – Fri

##### Summer Pools (Last Day of School – Labor Day)

- 12:30pm – 3:30pm Sun – Sat (5 days only)
- 3:30pm – 6:30pm Sun – Sat (5 days only)
- 6:30pm – 9:00pm Fri & Sat

##### I am interested in working while I am home from college for:

- Winter Recess \_\_\_\_\_
- Spring Break \_\_\_\_\_

##### Crossing Posts

- Durie Ave & Highland Street
- Durie Ave & Roosevelt Square
- Englewood Ave & Lafayette Place (2)
- Grieco School (Front)
- Hamilton Ave & Pindle Ave
- Knickerbocker Road & Liberty Road
- Knickerbocker Road & Tryon Ave
- Tenafly Road & Cambridge Ave
- Tenafly Road & Demarest Ave
- Tenafly Road & Durie Ave
- Tryon Ave & Howell Road
- Tryon Ave & Liberty Road
- Quarles School
- W. Palisade Ave & Monument (3)

##### Summer Posts

- Englewood Ave & Armory St
- Englewood Ave & William Street
- Mackay Park Gatehouse
- Tryon Pool

I hereby certify that the information provided by me is true and that I am eligible to work in the United States. I understand that completion of this form does not function as a formal application; however, it allows the City of Englewood to assess interest and gather information to contact me, as positions become available. I further understand that the Police Department's Division of Traffic is seeking to hire candidates who meet the requirements outlined in the job description and with maximum availability.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date