

School Crossing Guard Supervisor

Transportation Department

Job Number	TRS-79-19
Employment Status	Full Time
Position Overview	This is an exciting position that serves the community to assist Burlington's school children in getting safely to and from school. Reporting to the Manager of Traffic Operations & Signals this position is responsible for overseeing all aspects of the City's School Crossing Guard program.
Responsibilities	<p>The School Crossing Guard Supervisor is responsible to:</p> <ul style="list-style-type: none">• Be a people leader and recruit, train, supervise, and evaluate school crossing guards.• Perform studies and analysis to determine the requirements for, location of and on-duty times for crossing locations.• Ensure adequate coverage at all crossing locations including arranging for replacement guards on a daily basis and maintaining a roster of back-up guards.• Investigate concerns and respond to requests from the public regarding the school crossing guard program.• Document and input hours worked by staff for payroll processing.• Serve as a liaison between school administrators and the City on school crossing matters.• Prepare reports for Council approval and represent the department at Committee meetings and public open houses as required.• Assist in the preparation of annual operating budgets including monitoring expenditures and reporting variances.• Perform the duties of a school crossing guard as needed.
Requirements	The successful candidate will have a Degree/Diploma in Transportation, Business Administration or in a related field. With a minimum of 3 years of related experience, with at least 1 year of supervisory experience, the candidate will have excellent communication and interpersonal skills combined with experience working with diverse populations. Administration and people management experience is preferred. This position is a 40-hour work week, with daily trips to outdoor, non-office sites. When not in the field, this position works out of City Hall. The successful candidate must provide their own transportation.
Police Check Requirement	This position requires the successful candidate to provide a clear criminal record check and/or vulnerable sector check at their own expense.
Salary Range	\$71,790 - \$89,738 (Grade 10)
Posting Close Date	April 17, 2019
How to Apply	To apply, please visit www.burlington.ca/careers and click on "View Jobs". Please note that applications are only accepted online. If you require assistance, please contact Human Resources at 905-335-7602.

We thank all applicants and advise that only those to be interviewed will be contacted.

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