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: The School Crossing Guard Supervisor is responsible to:
- 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.