

POSITION: CROSSING GUARD COORDINATOR**JOB POSTING #:****DEPARTMENT:** Engineering**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543381**POSTING STATUS:** Regular Full-Time**POSITION #:** 00001619**# OF POSITIONS:****GRADE/CLASS:** 0.14**SHIFT WORK REQ'D:** No**SALARY RANGE:** \$27.17 - \$31.94 per hour**HOURS PER WEEK:** 33.75

DUTIES:

Under the direction of the Manager of Transportation Planning, is 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; 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. Solicits advertising for Trail Maps. Responds to general inquiries by the public or other internal staff. Performs other duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma, plus two (2) year's post secondary education in Office Administration, or Ontario Ministry of Education equivalencies.
- Must have over one (1) year's experience in a computerized office environment utilizing the Microsoft Office suite of products, i.e. Outlook, Word, Excel.
- Must possess excellent oral and written communication skills.
- Must have ability to work effectively with minimal direction.
- Must have a pleasant, courteous manner and demonstrate excellent customer service skills.
- Must have a typing speed of 60 wpm.

POSTING SPECIFICS:

Posting Period:

- at 8:30 AM to 4:30 PM
- **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.**

Who May Apply:

- Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.

How To Apply:

- Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.

Apply To:

- In person to the Human Resources Department or one of the Customer Care Centres
- By faxing your Job Transfer Form and resume to the Human Resources Department

Updated:

- By Human Resources on December 12, 2013