



POSITION VACANCY

The City of Niagara Falls is a dynamic and internationally renowned city with a prosperous business community and economic foundation anchored by tourism, manufacturing, retail and knowledge-based sectors. Located at one of the natural wonders of the world and in the heart North America's most affluent consumer markets, we are linked to the world by extensive road, rail, air, water and telecommunication networks. With over 14 million visitors a year and a growing resident population of over 95,000, we invite you to discover why Niagara Falls is a premier place to live, work, and play.

Call Number:	2024 - 71
Position:	School Crossing Guard Supervisor
Type of Vacancy:	Permanent
Division:	Municipal Works (Engineering - Transportation)
Location:	Transportation Centre (8208 Heartland Forest Road, Niagara Falls)
Work Schedule:	Monday to Friday, 7:00am to 4:00pm (40-hour work week)
Salary/Wage Range:	\$76,968 to \$96,210 per annum Plus, a comprehensive benefits package and defined benefit retirement pension.
Date Posted:	July 13, 2024
Closing Date:	August 2, 2024 at 4:00 pm

Further details on this position are attached.

To apply, please submit a cover letter and resume via www.niagarafalls.ca/jobs

Applications must be submitted online and will be accepted until
4:00 pm on August 2, 2024

The City of Niagara Falls is dedicated in creating an accessible and inclusive organization and fostering a workplace culture which reflects the diverse nature of the residents we serve. In accordance with the Accessibility of Ontarians with Disabilities Act (AODA), the City will accommodate the individual needs of candidates with disabilities throughout the recruitment process. Please feel free to contact us at HRDepartment@niagarafalls.ca or 905-356-7521. Personal information is collected under the authority of The Municipal Act and will only be used to determine suitability for this position.

We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

CITY OF NIAGARA FALLS
POSITION DESCRIPTION

The duties of this position are currently under review.

This description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

POSITION TITLE: School Crossing Guard Supervisor

POSITION SUMMARY: Coordinates the daily schedules of all crossing guards to ensure that all crossings are attended. Oversees staffing, resolving safety related issues, training and maintaining inventories related to the Programs.

DIVISION / DEPARTMENT: Municipal Works / Transportation Services

RESPONSIBLE TO: Senior Manager of Transportation Services

SUPERVISES: Approximately 60 School Crossing Guards at any one time.

RESPONSIBLE FOR:

1. Responsible for preparing daily schedule for all guards to ensure all crossings are attended.
2. Recruit, interview, evaluate and train crossing guards to maintain adequate number of qualified crossing guards.
3. Recommend and support employee discipline based on inappropriate or dangerous conduct. Maintain accurate records of employee conduct.
4. Assist in the preparation of the School Crossing Budget and monitor expenditures.
5. Liaise with schools, school boards, police and parents as required.
6. Perform inspections to ensure guards are conducting operations in a safe manner and adherence to Occupational Health and Safety Act, Highway Traffic Act, Ontario Traffic Manual and municipal policy.
7. Maintain inventory of staff equipment, uniforms, and safety equipment. Prepare Request for Quotation and Request for Proposals related to uniforms.
8. Complete daily timesheets. Co-ordinate medical and police clearance requests.
9. Oversee the promotion of road safety awareness and educational safety programs (i.e., Walking School Bus, Kiss & Ride, Safe Route to School).
10. Attend and advise at School Safety Council meetings as necessary.
11. Update policies, practices and documentation related to the School Crossing Program.

POSITION REQUIREMENTS:

- Community College Certificate/Diploma.
- Three (3) years' experience in a municipal environment.

- Preference may be given to those with Transportation experience.
- Effective oral and written communication skills.
- Excellent organizational skills, highly motivated with leadership abilities.
- Proficient computer skills Word, Excel, Publisher, Power Point.
- Must possess and maintain a valid Class "G" driver's licence.