

Crossing Guard

RECRUITMENT 2025-COMM-32

The Town of Smiths Falls is a vibrant, progressive single tier municipality with a population of 9000. One of Eastern Ontario's most scenic communities, we are centrally located within an hour of Ottawa, Kingston, Brockville and the US Border. The Town provides high quality and affordable life for its residents and is nestled in between prime water frontage along the Rideau Canal – a UNESCO World Heritage site and has many beautiful heritage buildings and recreational facilities.

The Town is accepting applications for **one (1)** Permanent Crossing Guard. The Corporation of the Town of Smiths Falls Crossing Guard program is the responsibility of the Community Services Department. Crossing Guards are responsible for directing and helping school-aged pedestrians safely across the street during the school year.

Key Duties and Responsibilities:

- Assist school children in crossing roads safely at designated school crossing locations in accordance with the Ontario Highway Traffic Act, the Occupational Health & Safety Act and Corporation procedures.
- Wear mandatory safety equipment supplied by the Municipality at all times while on duty.
- Demonstrate a good sense of judgement to be able to determine timing for safe entry into the flow of traffic and be capable of crossing the roadway in a quick, orderly, and safe manner.
- Exercise appropriate authority in a confident, decisive, firm, understanding and fair manner to require approaching vehicles to stop at their crossings.
- Must be punctual, dedicated and available to remain at the post for the entire scheduled shift time.
- Must be available for the entire school year from September until the end of June.

Skills and Qualifications:

- Superior customer service skills and the ability to work with minimal supervision are imperative.
- Knowledge of the Occupational Health and Safety Act and Highway Traffic Act.
- Must be dependable, shift available, physically fit of good character and possess an understanding of young people.
- Must be willing to work in all forms of weather, including inclement weather.
- Provision of a satisfactory criminal record and vulnerable sector screening check is required for employment

Position Type: Non-Union - Seasonal/Permanent (September to June)

Hours of Work: 7.5 /week
Split shifts for school arrival and dismissal.

Wages: Band B of the pay grid system (\$18.84 to \$21.91) per hour

How to Apply:

Qualified applicants are invited to submit their resume and cover letter quoting recruitment number 2025-COMM-32 by **Tuesday July 22, 2025 at 4:00 p.m.**, to Nadine Bennett, Human Resources Advisor, Town of Smiths Falls, P.O. Box 695, 77 Beckwith Street North, Smiths Falls, Ontario, K7A 4T6 or via email at careers@smithsfalls.ca

It is preferred that emailed applications be submitted in one file preferable in MSWord or Adobe format.

The Town of Smiths Falls is an equal opportunity employer, committed to ensuring all candidates are able to participate in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants for their interest and only those selected for an interview will be contacted.

Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Clerk at the address indicated above.



JOB DESCRIPTION

POSITION:	Permanent and Alternate Crossing Guard
DEPARTMENT:	Community Services
EMPLOYEE GROUP:	Non-Union
PAY GRID:	B
SUPERVISOR:	Community Services Administrative Assistant
REVISION DATE:	July 2023

POSITION SUMMARY AND SCOPE: The Corporation of the Town of Smiths Falls Crossing Guard program is the responsibility of the Community Services Department. Permanent and alternate guards are responsible for helping school children cross busy streets in the Town of Smiths Falls.

DUTIES AND RESPONSIBILITIES:

- Assist school children in crossing roads safely at designated school crossing locations in accordance with the Ontario Highway Traffic Act, the Occupational Health & Safety Act and Corporation procedures.
- Wear mandatory safety equipment supplied by the Municipality at all times while on duty.
- Must demonstrate a good sense of judgement to be able to determine timing for safe entry into the flow of traffic and be capable of crossing the roadway in a quick, orderly, and safe manner.
- Exercise appropriate authority in a confident, decisive, firm, understanding and fair manner to require approaching vehicles to stop at their crossings.
- Report and document any problems e.g., weather conditions (safety related), children, and motorists to the Deputy Clerk.
- Must be punctual and stay for the entire scheduled shift time.
- Must be available for the entire school year from September until the end of June.

EDUCATIONAL REQUIREMENTS AND EXPERIENCE:

- Superior customer service skills and the ability to work with minimal supervision are imperative, as the successful candidate will be working with a wide variety of individuals including children, Municipal residents, and the public, and will need to immediately report any concerns to the Supervisor.
- Knowledge of the Occupational Health and Safety Act and Highway Traffic Act.
- Must be dependable, shift available, physically fit of good character and possess an understanding of young people.
- Must be willing to work in all forms of weather, including extremes of heat, humidity, cold, rain, snow, sleet and wind and be capable of working under

all types of road conditions, exposure to traffic noise and exhaust from vehicles.

- Alternate guards must be available to attend a crossing location on short notice.
- A satisfactory criminal record and vulnerable sector screening check is required for employment.

WORKING CONDITIONS:

Standing for up to 2.5 hours per day. Exposure to various weather conditions. Ability to work split shifts; be able to work in adverse weather conditions.

SAFETY: All employees must follow the Town's Health and Safety Policy and comply with the Occupational Health and Safety Act.

WORKING RELATIONSHIPS:

INTERNAL	Support Staff
EXTERNAL	General Public, Students