

Job Description

CROSSING GUARD - PER AGREEMENT

319974

Description

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BID/JOB ANNOUNCEMENT

OFFICE OF EMERGENCY MANAGEMENT AND COMMUNICATION

Traffic Management Authority

This position is open to the general public and to all current city employees covered under the terms of the City's collective bargaining agreement with the PUBLIC SAFETY EMPLOYEES UNION – S.E.I.U. LOCAL 73 AND I.B.E.W. LOCAL 21 (BARGAINING UNIT 02).

Attention members in Bargaining Unit # 02: Please select 02 - S.E.I.U. Local 73 / IBEW 21 - Public Safety from the Bargaining Unit drop-down menu.

IF YOU ARE A CURRENT CITY EMPLOYEE AND WANT TO EXERCISE YOUR CONTRACTUAL RIGHTS TO BID, YOU MUST APPLY ON THE BID ONLY SITE AT: www.cityofchicago.org/CAREERS

(Once the website opens, scroll down and click on the button titled “Bid Opportunities.”)

IN ADDITION, YOU MUST CHECK THE BOX ON THE CAREERS APPLICATION TITLED “ALREADY EMPLOYED BY THIS COMPANY”, CORRECTLY ENTER YOUR EMPLOYEE ID, AND SELECT THE CORRECT BARGAINING UNIT. YOU MUST USE THE EMPLOYEE NUMBER FOUND ON THE UPPER LEFT-HAND CORNER OF YOUR PAY CHECK STUB LABELED “PAYEE/EMPLOYEE NUMBER.”

(NO OTHER FORMAT OR SYSTEM CAN BE USED TO OBTAIN YOUR EMPLOYEE NUMBER).

FAILURE TO CHECK THE “ALREADY EMPLOYED BY THIS COMPANY” BOX, ENTER YOUR EMPLOYEE ID, AND SELECT THE CORRECT BARGAINING UNIT WILL RESULT IN A REJECTED BID APPLICATION.

Number of Vacancies: 50 (35 pending budget approval)

Under supervision, directs traffic and guides children and pedestrians across traffic intersections, and performs related duties as required.

ESSENTIAL DUTIES

- Stops and directs traffic to ensure the safety of school children and other pedestrians crossing at designated intersections
- Signals to pedestrians indicating when streets are safe to cross
- Guides and assists children and other pedestrians across intersections
- Maintains order among children as they approach the intersection
- Reports traffic violations to supervisor, providing information on vehicle's license number, make, and model
- Informs supervisor of traffic signal malfunctions and construction projects on assigned posts
- Responds to requests for geographic directions from the public
- May issue traffic citations for violations of the City's traffic laws

NOTE: The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.

LOCATION: Vacancies located **ONLY** in the following zip codes within the City of Chicago: 60613, 60614, 60618, 60625, 60626, 60630, 60631, 60634, 60640, 60641, 60645, 60646, 60647, 60656, 60657, 60659 & 60660.

Candidates selected for hire MUST BE ABLE to work in any or all of the above zip codes.

SHIFT: Monday through Friday (school schedule)

HOURS: 2 hours am and 2 hours pm (split shift)

THIS IS A PART-TIME POSITION WITH NO BENEFITS.

THIS POSITION IS IN THE CAREER SERVICE.

Qualifications

Willingness and ability to perform the duties of the job. Must be at least 19 years of age at the closing date of application.

NOTE: You must provide proof of age documentation at the time of processing. This can include a driver's license, state I.D. or birth certificate.

Working Conditions

- Exposure to outdoor weather conditions
- Exposure to noise

Physical Requirements

- Heavy lifting (up to 75 pounds) is required
- Ability to stand and walk for extended or continuous periods of time
- Ability to quickly bend, stretch, twist or reach out with one's body, arms and /or legs

SELECTION REQUIREMENTS

This position is willing and able. If you are a successful bidder, you will be selected in **seniority order** according to the collective bargaining agreement. NON-BIDDERS who successfully apply for the position will be considered for vacancies in a **lottery/random order** ONLY for the **zip codes** in which the vacancies are located.

Candidates selected for hire MUST BE ABLE to work in any or all of the above zip codes.

NOTE: Candidates must pass a background investigation, drug screen and other pre-employment procedures as determined by the Office of Emergency Management and Communications.

VETERANS PREFERENCE NOTE: The City of Chicago offers Veterans Preference to both current, active military personnel **AND** military personnel who have served in the Armed Forces of the United States and have received an honorable or general discharge. Eligible candidates must have at least six months of active duty documented. In order to receive the veterans preference, candidates need to indicate whether or not they are a veteran by answering "yes" or "no" to the question on the online application that asks, "Are you currently serving on active duty for at least six months in the Armed Forces of the United States **OR** have you served in the Armed Forces of the United States on active duty for at least six months and received an honorable or general discharge?" In addition, you must attach documentation to verify your military service. For veterans, you must attach a copy of your DD214 (Member Copy-4) to your online application which includes character of service status **OR** a letter from the United States Veterans Administration on official stationary stating dates of service and character of service. For active military personnel, you must attach a letter from your Commanding Officer on official stationary verifying your active duty, length of service, and character of service in the Armed Forces of the United States **AND** a copy of your military ID to your online application. **Failure to answer the question and attach the required documentation will result in you not being considered for the Veterans Preference.**

CPS GRADUATE PREFERENCE NOTE: The City of Chicago offers a CPS Graduate Preference to high school graduates from the Chicago Public School system. In order to

receive the CPS Graduate Preference, candidates need to indicate whether or not they are a CPS high school graduate by answering "yes" or "no" to the question on the online application that asks, "Are you a high school graduate of the Chicago Public Schools (CPS) and do you want to be considered for this preference?" In addition, you must attach documentation to verify your high school graduation from a Chicago Public High School. You must attach a copy of your high school transcripts or diploma from a Chicago Public High School. **Failure to answer the question and attach the required documentation will result in you not being considered for the CPS Graduate Preference.**

Evaluation: Your initial evaluation will be based on information provided on the application form and documents submitted with the application. Applications must be submitted by the individual applicant. No second party applications will be accepted.

Residency Requirement: All employees of the City of Chicago must be actual residents of the City of Chicago as outlined in 2-152-050 of the City of Chicago Municipal Code. Proof of residency will be required.

If you would like to request a reasonable accommodation due to disability or pregnancy in order to participate in the application process, please contact the City of Chicago, Department of Human Resources, at 312-744-4976 (voice) or 312-744-5035 (TTY). Please be prepared to provide information in support of your reasonable accommodation request.

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

City of Chicago is an Equal Employment Opportunity and Military Friendly Employer.

City of Chicago

Lori Lightfoot
Mayor

Department of Human Resources

Soo Choi
Commissioner

Please note, all positions with the City of Chicago close promptly at 11:59 pm C.S.T. Applications for this position will be accepted until 11:59 pm CST on June 3, 2019. No exceptions will be made.

THIS IS A PART-TIME POSITION WITH NO BENEFITS.

Posting Date May 20, 2019 | Closing Date (Period for Applying) - External: Jun 3, 2019
BU: 02 | Salary: \$13.94 Pay Basis: Yearly