

**City of Chattanooga**  
**Classification Specification Title: School Patrol Officer**

**Department: Police**

**Pay Grade: GS.04**

**Supervision Received From: School Patrol Sup.**

**FLSA Status: Non-Exempt**

**Supervisory Responsibility For: N/A**

**Established: 9/06/07**

**Revision Dates: 10/20/23;**

**8/02/22**

**CLASSIFICATION SUMMARY:**

Incumbents are responsible for the safety of school children going to and returning from school at an assigned location. The work involves traffic control, supervising any person crossing streets or highways all with the emphasis on safety.

Series Level: This part-time position is the first in a three-level series.

**ESSENTIAL FUNCTIONS:**

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Monitors and assists both pedestrian and vehicular traffic in the mornings and late afternoon. Monitors school zones where children cross streets.

Applies appropriate knowledge of traffic laws and uses clear and proper traffic management signals to both pedestrians and vehicular traffic to safely cross any person within the designated school crossing zones;

Communicates with School Patrol Officer Supervisor to report any information, problems, or concerns regarding the school zone where services are performed;

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other job duties as assigned.

**DEPARTMENT SPECIFIC DUTIES (if any):**

**MINIMUM QUALIFICATIONS:**

High School Diploma or GED with good vision and hearing. Must be able to stand and move in appropriate places to direct children and drivers using designated signals. Prior experience is preferred, but training will be provided to those who are selected. Criminal backgrounds will be performed on all candidates to ensure the safety of the children. Must have own transportation to the job site, be in good health, and be willing to work outdoors in all types of weather.

#### SUPPLEMENTAL INFORMATION

Ability to deal effectively and courteously with children, the general public and City staff; Must be able to adhere to program policies, procedures, and safe work practices.

#### PHYSICAL DEMANDS:

Positions in this class typically require reaching, standing, walking, fingering, grasping, talking, hearing, seeing, and repetitive motions.

#### WORK ENVIRONMENT:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

#### SPECIAL REQUIREMENTS:

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: Y

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.