

RUTHERFORD COUNTY, TENNESSEE CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:	SCHOOL PATROL OFFICER
FLSA STATUS:	NON-EXEMPT
SAFETY SENSITIVE:	SUBJECT TO RANDOM BREATH ALCOHOL AND DRUG SCREENS

PURPOSE OF CLASSIFICATION

The School Traffic Safety Patrol person is responsible for the safe and orderly flow of vehicular and pedestrian traffic within a designated school zone within Rutherford County. This position is considered part-time and seasonal; therefore, School Traffic Safety Patrol employees do not receive any employee fringe benefits. The working hours will be determined by the opening and closing times of the school to which the employee is assigned. The employee will be responsible through the chain of command to the Sheriff. This position is classified as Non-Exempt for the purposes of the Fair Labor Standards Act as having no significant occupational exposure to blood borne pathogens and as Safety Sensitive.

All necessary uniforms and equipment such as whistles, radios, and reflective gloves will be furnished by the Rutherford County Sheriff's Office and must be worn and used while on duty only. Reports to Sergeant of CSU (Community Service Unit).

Essential Functions:

Directs school zone traffic in a safe, lawful, and efficient manner

Uses uniform hand signals and whistles while directing traffic at school zones

Works in and all types of weather and/or traffic conditions when school is in session

Observes, records, and reports violations of school zone safety and other circumstances which may require follow-up by the Sheriff's Office

Reports to the assigned school zone at the proper time each and every day that school is open

Communicates and works well with the public

Performs other duties and special projects as assigned

Possess adequate eyesight, hearing, physical mobility and stamina to safely work in the roadway and direct traffic

Concerned for the safety and well-being of children

Ability to stand for one hour at a time

Ability to report for work on time and perform the duties of the job for the assigned work hours

Works well with little supervision

Must have the ability to learn and use traffic control signals and safety standards

Must have the ability to quickly and accurately gage traffic volume and choose among options in traffic directions to be given

Must work hours as scheduled

Complete work at assigned work location as determined by supervisor

ADDITIONAL FUNCTIONS

Provides assistance to other employees or departments as needed

Performs other related duties and special projects as assigned

MINIMUM QUALIFICATIONS

Must be at least 18 years of age. Must have legal authorization to work in the United States. Must not have been convicted of or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of any state or federal or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor or controlled substances

PERFORMANCE APTITUDES

Must be concerned for the safety and well-being of children. Must report to work on time and perform the duties of the job for the assigned work hours. Must work well with little or no supervision. Must have the ability to learn and use traffic control signals and safety standards. Must have the ability to quickly and accurately gage traffic volume and choose among options in traffic directions to be given. Must possess and maintain a valid Tennessee driver's license. Must be willing to take the Oath of Office for Deputy Sheriff.

ADA COMPLIANCE

Physical Ability: Must be able to stand for one hour at a time. Must possess adequate eyesight, hearing, physical mobility and stamina to safely work in the roadway and direct traffic Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, crawling, and the lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shade of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, bright/dim light, toxic agents, disease, pathogenic substances, explosives, firearms, violence, animal attacks, or falls.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Estimated Total Hours: 2 Maximum Continuous Time: 60 minutes

2. SITTING

Estimated Total Hours: 0 Maximum Continuous Time: 0 Minutes

3. LIFTING/CARRYING

Objects: Never

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs.					X
11-25 lbs.					X
26-50 lbs.					X
51-75 lbs.					X
76-100 lbs.					X
>100 lbs.					X

4. PUSHING/PULLING

Objects: Never

5. CLIMBING

Frequency: Never

6. BENDING/SQUATTING/KNEELING

Frequency: Never

7. REACHING

Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	ALL	Daily		
21-36"	ALL	Daily		

8. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature	X	
Noise	X	
Fumes	X	
Cramped Quarters		X
Cold Surfaces	X	
Hot Surfaces	X	
Sharp Edges		X
Vibration		X
Fluorescent Lighting		X
Computer Monitor Screen Glare		X

Inside Building	<u>0</u> % of time
Outside	<u>100</u> % of time

9. OTHER JOB DEMANDS

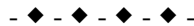
Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting	X	
Sweeping/Mopping		X
General Cleaning		X
Handling Trash		X

10. LIST TOOLS, EQUIPMENT AND MATERIALS USED

Phone

11. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes		X	
Grasp		X	
Fine Motor i.e: writing, twisting hands or wrist, etc	X		100% of time



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee Full Legal Name (printed)

Employee Signature

Date