



## CITY OF WALTHAM MASSACHUSETTS

119 SCHOOL STREET, WALTHAM, MASSACHUSETTS 02451

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Kristin Murphy  
Human Resources Director  
Workers' Compensation Agent

School Traffic Supervisor(s)  
Waltham Police Department  
City of Waltham

**Job responsibilities:** The purpose of this position is to provide competent and responsible personnel to cross and protect the children going to and from school within the time frames specified. Responsibilities include; assisting school children crossing the streets. Directs or controls traffic using hand signals, whistles, or traffic signal controls as it pertains to school children. Reports any serious motor vehicle violation or suspicious persons to supervisor. May provide direction and general information to the general public in such matters as travel routes, parking, etc. Work may involve occasional light to moderate exertion of physical effort, standing or walking. Employee must be correctly attired and equipped while performing duties and will be exposed to all types of weather and conditions. Must require the ability to work without supervision. Reports to the Captain of the Community Service Division. Assists school children in crossing streets. Directs or controls traffic as it pertains to schoolchildren through use of traffic signal control, hand signals and whistles. Waits for gap in traffic and signifies intention to stop closest land of traffic first by whistle, eye contact and/or hand signal. Gives proper signals for traffic to resume after children cross and clears the intersection of motor vehicles. May provide direction and general information to the general public in such matters as travel routes, parking, etc. Full job description available through Human Resources.

**Qualifications:** A School Traffic Supervisor must exercise friendly, helpful and courteous communication skills with the public at all times. He/She must maintain a high level of awareness. Must possess a calm understanding demeanor with an ability to work with young children. Must be able to express themselves clearly to enable pedestrians to utilize the crossing safely and to assist with the education of pedestrians on how to use the crossing. High School diploma required. Must be reliable and dependable. Reliable transportation required and valid Massachusetts driver's license. Applicant must successfully pass a Criminal Offender Record Information (CORI) and Background Check.

**Salary: \$9005.00 yr.**

**Pro-rated benefits/No health benefits    Hours: TBD based on location**

**Deadline to apply: Open until filled**

Qualified applicants should submit a completed City of Waltham application:

Human Resources

City of Waltham

119 School St.

Waltham, MA. 02451

**Req. # 2024-12**

**[mgullotti@city.waltham.ma.us](mailto:mgullotti@city.waltham.ma.us)**