

POSITION DESCRIPTION

POSITION TITLE & NUMBER:	School Crossing Supervisor
EMPLOYMENT STATUS:	Casual or Part time, Ongoing
CLASSIFICATION:	Operational Band 1
CASUAL HOURLY RATE:	\$35.70 (Incl Industry Allowance) plus superannuation
FULL TIME SALARY RANGE:	\$56,441 - \$58,435 (Pro rata) (Incl Industry Allowance) plus superannuation
UNIT:	Community and Environmental Health

APPLICATION GUIDELINES

Please submit a cover letter, outlining why you are interested in this position and detailing your relevant experience with your current CV/resume.

THE CITY

Greater Bendigo celebrates our diverse community. We are welcoming, sustainable and prosperous. Walking hand-in-hand with the traditional custodians of this land. Building on our rich heritage for a bright and happy future. The City works in partnership with our community to move toward this vision and deliver the Greater Bendigo Council Plan (Mir wimbul).

We are a values driven Organisation and committed to embracing diversity, flexibility and supporting employee training and development. The City provides a safe, inclusive and team orientated work place where people perform at their best. Further information is found at the [City of Greater Bendigo website](http://www.bendigo.vic.gov.au)

THE UNIT

The Community and Environmental Health Unit comprises a large team of enthusiastic and dedicated staff. The unit champions the service delivery aspects of Councils' business, managing and delivering a range of community-based services that are funded wholly or in part from Council, the Commonwealth or State government. This includes people and family services and school crossing supervision. In addition, the Environmental Health team advocate, enable and mediate with and for the community, to protect community safety, promote and protect health, prevent the spread of infectious disease, ensure safe development and support the protection of our environments. Further information is found at our [website](http://www.bendigo.vic.gov.au).

POSITION OBJECTIVE

- Ensure the safe and orderly use of the school crossing by school children and other users.

KEY RESPONSIBILITIES AND DUTIES

- To provide a safe environment for school students using the crossing and the crossing precinct.
- Manage traffic and ensure safe passage of children and other pedestrians at the designated school crossing in accordance with training provided.
- Staff the designated crossing at the times scheduled. Notify the office as early as possible if unavailable. Attend work at the school crossing with the appropriate safety equipment and maintain this equipment in good order.
- Maintain a neat, respectable appearance including always wearing full uniform whilst on duty.
- Ensure the school crossing complies with the relevant regulations and set up and take down the school crossing flags for each session.

Our Values & Behaviours



- Always follow OH&S guidelines and work safely. Report any injury, incident or near miss.
- Represent Council in a professional and friendly manner (be approachable to children) and treat all staff, customers and public with respect, without discrimination, harassment or bullying.

SKILLS AND ATTRIBUTES

Technical/specialist skills:	Understanding of the principles and procedures used in the supervision of a school crossing
Personal attributes:	Maintain a positive and friendly manner in dealing with students and the school community. Effectively gain the cooperation of school crossing users in order to efficiently and effectively deliver a safe service. Punctual and able to manage tasks within set time limits

ORGANISATIONAL RELATIONSHIPS

Reports to:	Team Leader – Community and Environmental Health Administration
Supervises:	Nil
Internal Liaisons:	Staff members and other City employees
External Liaisons:	General public, school principal, children, police

ADDITIONAL INFORMATION

- A satisfactory Police Record Check, Employee Working with Children Check and evidence of any required vaccinations is required for this position.
- Ability to undertake the inherent physical requirements of the position including standing for 1 hour and working outdoors in the elements.
- Sufficient sight and hearing to properly be aware of all traffic.
- A current Victorian driver's licence and reliable car (or ability to be able to travel to various sites across Greater Bendigo)
- All Crossing Supervisors are required to have their own mobile phone and carry this whilst working.
- Flexibility to travel to any crossing with the city and to attend training sessions.
- All Crossing Supervisors are required to have access to email for correspondence.
- You will comply with and follow all Occupational Health and Safety requirements as set out in all relevant policies, procedures, legislation and Acts.
- You may be provided with or use equipment that contains electronic monitoring devices.

QUALIFICATIONS

- Experience and/or on-the-job training.

KEY SELECTION CRITERIA

- Ability to relate to school age children and adult and ability to gain co-operation and assistance from users.
- General understanding of the relevant road regulations.
- Demonstration of good road sense and judgement.
- Effective communication skills with the ability to identify and report issues.
- Understanding of OH&S requirements.
- Reliability, punctuality and dependability.
- Mandatory Working with Children Check and police check.

BAND 1 OPERATIONAL CLASSIFICATION DESCRIPTORS

ACCOUNTABILITY & EXTENT OF AUTHORITY:

- Ability to perform broad tasks involving the utilisation of a range of basic skills.
- Ability to work under routine supervision either individually or in a team environment.
- Work performed falls within specific guidelines including the exercise of discretion in the application of established practices and procedures.
- Responsible for the quality of one's work.
- Assist in the provision of on-the-job training in conjunction with tradespersons and supervisors/trainers as required.

JUDGEMENT & DECISION MAKING:

- Work activities are routine and clearly defined.
- Ability to perform tasks using a limited range of tools, techniques and methods within a specified range of work.
- Ability to resolve minor problems that relate to immediate work task.

SPECIALIST SKILLS & KNOWLEDGE:

- Ability to undertake safe and competent operation of light mechanical plant.
- Ability to undertake safe and competent driving of vehicles up to 4.5 tonne GCM.
- The undertaking of semi-skilled work.
- Provide assistance to skilled employees.
- Basic horticultural maintenance not requiring any advanced botanical knowledge.
- Provision of environmental/household maintenance and personal assistance to service users involving monitoring and limited responsibility.

MANAGEMENT SKILLS:

- Not applicable.

INTERPERSONAL SKILLS:

- Ability to demonstrate and display the City's staff values and behaviours.
- Ability to provide excellent customer service in adherence to the City's Customer Service Charter.
- Basic oral and written communication with clients, members of the public and other employees.