**POSITION DESCRIPTION**



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| **POSITION TITLE:**  | School Crossing Supervisor |
| **POSITION NO:**  | TBA |
| **CLASSIFICATION:**  | Band 1 |
| **AWARD / LWAA:** | Victorian Local Authorities Award 2001 |
| **DEPARTMENT:**  | City Infrastructure |
| **BRANCH:** | Strategic Transport and Compliance |
| **WORK UNIT:** | Amenity and Compliance |
| **REPORTS TO:**  | Senior Business Support Officer (School Crossings) |
| **SUPERVISES:** | Nil |
| **PREPARED BY:** |  Team Leader Business Support |
| **APPROVED BY:** | Manager Amenity and Compliance |



*As an employee of Moreland City Council you are required to observe all Policies, Codes of Conduct, use and wear personal protective clothing and equipment (where applicable) and follow work instructions and relevant regulations.*

**POSITION OBJECTIVE**

To assist in providing a safe means for school aged children and other pedestrians to cross the road at established school crossings and traffic lights.

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|  **Value** | **Statement** |
| Untitled-1_Page_1.png | We acknowledge our main purpose is to work with our Community and customers |
| Untitled-1_Page_2.png | I will support and value others |
| Untitled-1_Page_3.png | I take pride in my work and am responsible for doing it well |
| Untitled-1_Page_4.png | I will do what I say |
| Untitled-1_Page_5.png | We will work within and across the organisation to achieve community outcomes |

**KEY RESPONSIBILITY AREAS**

* Supervise children and pedestrians at school crossings and traffic lights.
* Ensure that school crossing flags are displayed correctly whilst performing duties.
* Maintain a high level of awareness, professional behaviour and conduct.
* Ensure that traffic flow is not unduly disrupted by pedestrians crossing the road at the school crossing or traffic lights.
* Maintain sensible road behaviour of children using the crossing.
* Ensure that all vehicles are stationary before allowing pedestrians access to the crossing.
* Ensure that all pedestrians have crossed the roadway before vacating the crossing.
* Be correctly attired and equipped at all times whilst performing the duties of a school crossing supervisor.
* Strict adherence to the VicRoads Instructions for Children’s Crossing Supervisors.
* Strict adherence to the Moreland Employee Code of Conduct.
* Assist with the training of new school crossing supervisors.
* Promote a consistent and professional image on behalf of Council.
* Ensure that quality customer service is provided at all times.
* Maintain effective and co-operative communication with all customers.
* Travel flexibility to work at any allocated crossings with the municipality.
* Understand Council’s Child Safe policy and act within accordance of the policy and Code of Conduct. Participate in Child Safety training sessions (face to face or online).

**Continuous Improvement**

Contribute to the effective implementation of the Moreland Continuous Improvement system in the work area and achievement of quality outcomes.

**Occupational Health & Safety**

Contribute to the achievement of a safe and healthy environment by carrying out the responsibilities outlined in the MoreSafe Manual.

Observe all policies, Code of Conduct, use and wear personal protective clothing and equipment and follow work instructions and relevant regulations.

Diversity & Equity

Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy.

**Other duties**

Required to undertake other duties as directed.

**ORGANISATIONAL RELATIONSHIP**

**Reports to:** Senior School Crossing Supervisor

**Supervises:** Children and pedestrians using school crossings and traffic lights.

**Internal Liaison:** Interdepartmental liaisons with staff from other departments, including but not limited to the Strategic Transport and Compliance branch.

**External Liaison:** A range of external contacts, including but not limited to:

* School principal
* School staff
* Children and parents
* Pedestrians

**ACCOUNTABILITY AND EXTENT OF AUTHORITY**

* The work performed falls within specific guidelines including the exercise of discretion in the application of established practices and procedures.
* This position is accountable for providing safe crossings for children and pedestrians.

**JUDGEMENT AND DECISION MAKING**

* The work is clearly defined within well documented and established procedures.
* Some problem solving skills may be required for on-site situations and for dealing with complaints and enquiries from the public, however guidance and advice are always available.

**SPECIALIST KNOWLEDGE AND SKILLS**

* The position requires knowledge of the road laws as they relate to Children’s Crossings.
* Ability to understand and work in accordance with Council’s Child Safe Policy and Occupational Health and Safety
* Provision of personal assistance to service users involving monitoring and limited responsibility.
* A high level of awareness and an ability to judge traffic flow.
* An ability to work with children specifically and the wider public in general.
* An ability to understand traffic laws and Council policies.

**MANAGEMENT SKILLS**

* Punctually and reliability is essential.
* Ability to work without supervision.
* Ability to supervise pedestrians correctly and safely over school crossings.

**INTERPERSONAL SKILLS**

* An ability to gain cooperation and assistance from citizens, motorists, other stakeholders in order to maintain a safe school crossing.
* An ability to set and maintain a high standard through personal presentation.
* A friendly, helpful and courteous communicative style.
* Ability to work in a cooperative manner with children but be persuasive and assertive when necessary to facilitate safety.
* Ability to educate children and parents about safety at school crossings if required.
* Ability to liaise with the school principal and staff.

**QUALIFICATIONS AND EXPERIENCE**

* Previous school crossing an advantage
* A current Victorian Driver’s Licence (desirable)
* Ability to work in all weather conditions
* To be fit, alert and possess the physical ability to react in an emergency.
* Ability to supervise children
* Capacity to work with limited supervision
* Ability to maintain vigilance at all times
* Current Working with Children’s Card
* Approved Police check

#### JOB CHARACTERISTICS RELEVANT TO THE POSITION

*The following Job Characteristics should be read in the context of the definitions describing the characteristics required of a Band 1 employee as outlined in the Award (Victorian Local Authorities Award 2001)*

**PHYSICAL REQUIREMENTS OF THE POSITION**

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| Requirements | **Frequency** |
| *Standing for periods of time* | Daily |
| *Walking* | Daily |
| *Carrying a STOP Sign* | Daily |
| *Blowing a whistle* | Daily |

* Ability to stand for minimum one hour, twice per day, while holding a sign (up to 2kg) in variable positions with one hand
* Ability to perform the job in all weather conditions
* Eye sight good enough to clearly see approaching vehicles before they get too close to safely stop.
* Good hearing in order to hear approaching vehicles and users of the crossings.
* Ability to blow the Crossing Supervisor’s whistle.
* Cognitive skills sufficient to enable the incumbents to adequately supervise the crossing.
* Ability to project the voice and call out warnings in clear English.
* Ability to move quickly in emergency.
* Ability to speak and understand English.

Environmental Factors Increasing the Risk

Heat and Cold

* Potential hot and cold temperatures during the course of the year
* Work in inclement conditions including rain.

**Functional Capacity Assessment**

An employment functional capacity assessment will be required every two years at Council’s appointed medical practitioners to ensure that employees are able to satisfactorily meet the physical requirements of the position.

**KEY SELECTION CRITERIA**

* Mandatory – Working with Children Check and Police check
* Ability to work without supervision
* Ability to work with clearly defined procedures, policies and regulations.
* Flexibility to travel to any crossing with the municipality and to attend training sessions.
* Ability to meet physical requirements of the role.
* Ability to build a positive rapport with children, parents and school staff is essential.
* Clear verbal communication skills

**SIGNATURE PAGE**

**This is to certify that the position description has been drawn up/reviewed by both employee & Supervisor/Manager.**

######  Date / /

**(Staff member’s signature)**

 **Date / /**

**(Supervisor/Manager’s signature)**

**Please send original signed document to the HR Officer (Human Resources) and also forward an electronic version to be filed in the Position Description database.**