

School Crossing Supervisor

Position Description



Position number:	Various
Classification:	Band 1
EA:	Moreland City Council Enterprise Agreement
Department:	City Infrastructure
Branch:	Amenity and Compliance
Unit:	Business Support
Reports to:	Senior Business Support Officer – School Crossings
Supervises:	N/A
Approved by:	Manager Amenity and Compliance

Organisational values:



Position objectives

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.

Date Created:	Date Modified:
Date Approved:	Date Printed:

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).
- Attend / complete all online training modules

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.

Employee competencies and accountabilities

Competencies:

- **Community and Customer Focus:** Building strong customer relationships and delivering community / customer-centric solutions.
- **Ensures Accountability:** Holding self and others accountable to meet commitments.
- **Collaborates:** Building partnerships and working collaboratively with others to meet shared objectives.
- **Instils Trust:** Gaining the confidence and trust of others through honesty, integrity, and authenticity.

Accountabilities:

- Contribute to the effective implementation of the Moreland Continuous Improvement system in the work area and achievement of quality outcomes.
- Contribute to the achievement of a safe and healthy environment by working in accordance with Council's OHS Policy and Procedures.
- Incorporate Council's environmental sustainability objectives and targets into projects and programs.
- Promote and participate in a culture of environmental sustainability.
- Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy.
- Ensure that complete and accurate records relating to business activities are maintained and stored in Council's electronic records management system (including correspondence, reports, emails) in accordance with Council policy.

Other duties:

- Required to undertake other duties as directed.

Organisational relationships

Internal Relationships	Interdepartmental liaisons with staff from other departments, including but not limited to the Strategic Transport and Compliance branch
External Relationships	A range of external contacts, including but not limited to: <ul style="list-style-type: none">• School principal• School staff• Children and parents• Pedestrians

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 Part B of the Enterprise Agreement (Victorian Local Authorities Award 2001, Appendix A, Part A - Employee Band 1, Clause 1)

1. 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

2. 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.

3. 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.

4. Management skills:

- Not Applicable

5. 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.

6. 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
- Capacity to use outlook
- Ability to maintain vigilance at all times
- Current Working with Children's Card
- Approved Police check

7. Physical Requirements of the position

TASK ANALYSIS

In the course of his/her duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights -above 10kgs	()	()	()	(x)
-below 10kgs	()	()	(x)	()
Manual handling frequency	()	()	(x)	()
Repetitive manual work	()	()	()	(x)

Repetitive bending/twisting	()	()	()	(x)
Working with arms above head	()	()	()	(x)
Lifting above shoulder height	()	()	()	(x)
Using hand tools – vibration/powerd	()	()	()	(x)
Operating precision machinery	()	()	()	(x)
Close inspection work	()	()	()	(x)
Wearing hearing protection	()	()	()	(x)
Wearing eye protection	()	()	(x)	()
Working in dusty conditions	()	()	()	(x)
Working in wet/slippy conditions	()	()	(x)	()
Wearing Gumboots	()	()	()	(x)
Wearing safety shoes/boots (steel cap)	()	()	()	(x)
Working with chemicals/solvents/detergents	()	()	()	(x)
Washing hands with soap (hygiene)	()	()	(x)	()
Working at heights	()	()	()	(x)
Working in confined spaces	()	()	()	(x)
Working in chillers (+4 degrees C)	()	()	()	(x)
Performing clerical duties	()	()	()	(x)
Working on a keyboard	()	()	(x)	()
Driving cars and/or trucks	()	()	()	(x)
Working in extreme temperatures	()	()	(x)	()
Working on roads and streets	(x)	()	()	()

Other special features (e.g. nature of chemicals, travelling requirements, etc):

8. 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