

POSITION DESCRIPTION

POSITION	POSITION NUMBER
School Crossing Supervisor	
CLASSIFICATION	LOCATION
Band 1	Various
DEPARTMENT	DIVISION
Regulatory Services	Growth and Development

Position Objectives

- To stop all vehicles at school crossing when required, and supervise children walking across the school crossing.
- To provide a safe environment for school students using the crossing and the crossing precinct.

Key Responsibility Areas

- Monitor school children on the crossing and upgrade their safety.
- Stop all vehicles as required so that children may cross the crossing safely.
- Provide reports to the Team Leader Parking Infrastructure and School Crossings on cars which disobey the School Crossing Regulations.
- Ensure that traffic is intercepted at appropriate intervals whilst maintaining traffic flows. Report hazards and incidents as soon as possible

CORPORATE RESPONSIBILITIES

Comply with all Council policies, procedures and guidelines including those relating to Occupational Health and Safety, Equal Opportunity (including harassment and bullying), Privacy, Child Safe and Code of Conduct.

From a Health and Safety perspective the City of Ballarat requires the following:

All Employees and Volunteers

- Report hazards and incidents as soon as possible.
- Constructive participation in investigations and assistance in implementing corrective actions.
- Wear PPE and follow safe work procedures as directed.
- Constructively participate in monthly team meetings.

Team Leaders (including Supervisors and Coordinators)

- At a minimum >90% of operational health and safety plan actions are complete.
- Ensure investigations are completed and corrective actions are implemented within policy timeframes.
- At a minimum conduct, monthly team meetings where health and safety is a standing agenda item.

POSITION DESCRIPTION

REPORTS TO:

Team Leader Parking Infrastructure and School Crossings

DIRECT REPORTS:

Nil

ORGANISATIONAL RELATIONSHIPS

Internal:

- Staff within Regulatory Services Department
- Staff in other Council business units

External:

- General public
- School children
- Parents
- Teachers
- Principals
- School committees

ORGANISATIONAL RELATIONSHIPS

Accountability and extent of authority

- Responsible for the safety of children and other users of the crossing.
- Punctual and available on the crossing at specified times.
- Authorised to record registration numbers of vehicles which do not comply with School Crossing Regulations and report to the Team Leader Parking Infrastructure and School Crossings.
- Provide direction to students using the crossing including when to approach the crossing and appropriate crossing behaviour.
- Responsible for ensuring appropriate signage and warning signals are displayed and observable to traffic and crossing users.

Judgement and decision making

- Select the appropriate time to intervene traffic to allow children to cross the road.
- Guidance and advice available from the Team Leader Parking Infrastructure and School Crossings.
- Determine the intervals and the appropriate number of school students permitted to approach the crossing at a time.
- Exercise confidentiality in the exercise of duties and responsibilities in accordance with Councils Employee Code of Conduct and *Privacy and Data Protection Act 2014*.
- Operate with minimal supervision and use judgement appropriate with the level of experience and qualifications outlined in this position description.

Specialist skills and knowledge

- Understanding of School Crossing Road Rules.
- Understanding the role of the School Crossing Supervisor in traffic management.
- Understanding of legislation, and the operation of equipment and signage that relates to the operation of school crossings.
- General knowledge of Council policies and procedures, including adoption of safe work practices.

Management skills

- Not Applicable

POSITION DESCRIPTION

Interpersonal skills

- Maintain a positive and friendly manner in dealing with students and the school community.
- Demonstrated ability to deal calmly and positively with difficult students through excellent verbal communication skills including the ability to display assertiveness when necessary.
- Effectively gain the cooperation of school crossing users in order to efficiently and effectively deliver a safe service.
- Demonstrated commitment to serving the local community whilst maintaining a professional standard of presentation and grooming.
- Demonstrated commitment to the principles and practices of teamwork whilst striving to make an individual contribution to the organisation.

Qualifications and experience

- Experience in a customer oriented or community service environment.
- Successful completion of a National Police Check.
- Current Working with Children Card or willingness to apply for one.
- A current Victorian Drivers Licence.

SELECTION CRITERIA

1. Demonstrated commitment to serving the local community whilst maintaining a professional standard of presentation and grooming.
2. Well-developed interpersonal skills with the ability to relate to people at all levels.
3. Ability to manage groups of people and demonstrate assertiveness when required.
4. Ability to make judgements in intercepting traffic and ensuring a safe environment for crossing.
5. Excellent time management skills and punctuality.
6. Ability to work autonomously with a commitment to contributing to the Unit's goals.
7. Knowledge and understanding of OH&S issues relevant to work activities and work area.
8. Current Victorian Driver's License.