
Position Description

School Crossing Supervisor

Position overview

To coordinate and monitor the School Crossing to ensure the safety of pedestrians and students using the crossing. You will undertake key responsibilities in a professional, efficient and timely manner; and contribute to Council's aim of being a high performing organisation.

Classification and relationships

Classification:	Band 1 Alpine Shire Council Enterprise Agreement
Reports to:	Facilities Officer
Supervises:	Nil

Key duties and responsibilities

Accountability and extent of authority

School Crossing responsibilities

- Operate the crossing in accordance with the "Instructions for Children's Crossing Supervisors" as prepared by Vic Roads.
- Ensure that it is safe to cross before allowing any person onto the crossing.
- Maintain vigilance at all times.
- At crossings without traffic lights, stop the traffic when safe and sensible to do so and direct the flow of pedestrians in accordance with issued instructions. Supervisors should also take into account the needs of the traffic to ensure safe traffic flow which means less congestion.
- Wear issued uniforms and utilise safety equipment at all times when on duty.
- Report to the School Crossing Unit any illegally parked vehicles, vehicles operated in a dangerous manner or any suspicious persons.
- Report any children who fail to obey directions to the relevant school.
- Attend training sessions as required.
- Develop a working relationship with school staff.

Other duties

- Display a punctual, reliable and positive approach to work.
- Continually review and improve work methods associated with this role.
- From time to time the employee may be required to undertake duties in addition to those above, but which fall within the employee's capabilities, experience, skills, competence or training.
- Undertake other duties as directed by the manager or supervisor.
- In addition to the responsibilities described in this document, all employees must comply with the Alpine Shire Council's Code of Conduct and Corporate Policies.

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.
- Ability to assess traffic conditions to ensure safe use of the crossing.
- Ability to identify hazards within the School Crossing environment and react quickly.

Interpersonal skills

- Ability to communicate clearly with members of the community including children.
- Ability to record any breaches of the Road Rules applicable to the safety of children on the school crossing.
- Ability to project voice and give clear instructions above traffic noise.
- Display a punctual, reliable and positive approach to work.
- Display and promote a positive image of Council through appearance, attitude and performance of tasks.
- Be willing to seek guidance and advice when required.

Expertise

Qualifications

- Driver licence.
- Valid Working with Children Check and Police clearance checks.
- Satisfactory completion of regulatory training courses and refresher training as required.

Specialist skills and knowledge

- Basic understanding of Victorian Road Rules and how they apply to operating School Crossing.
- Ability to record and report any Occupational Health and Safety incidents on the crossing.
- Ability to assess traffic conditions to ensure safe use of the crossing.
- Ability to identify hazards and react quickly.

Experience

- Demonstrated ability to monitor the safety of children.
- Proven ability to work with limited supervision.

Health, safety and risk duties and responsibilities

Nothing is more important than the health and safety of yourself and those around you. You must:

- Perform all tasks in a manner that does not place at risk the health and safety of any person.
- Seek assistance when unsure of how to perform a task.
- Ensure you observe, understand and comply with all Occupational Health and Safety Legislation, Regulations, Codes of Practice, Policies, Procedures and directives.
- Regularly inspect your work environment for hazards.
- Immediately report all workplace incidents, accidents, near-misses and hazards to a supervisor.
- Support the return to work plan for any injured worker when returning to work.

Physical requirements

Daily work will be performed in an outdoor environment, as such:

- You will be exposed to those conditions normally encountered in an outdoor environment.
- Physical demands are moderate to strenuous, consisting of the ability to sit, stand, stoop, reach, bend, climb, lift and pull using safe manual handling practices.
- You must be able to see and hear in the normal range, with or without correction, and communicate well both verbally and in written form, and must be able to be understood.
- You must be willing to work an irregular schedule, which may include weekends, holidays, evenings and/or varying shifts.
- The work environment may include uneven surfaces and up and down stairs.