



## POSITION DESCRIPTION

<b>Position Title:</b>	<b>School Crossing Supervisor</b>		
<b>Classification:</b>	<b>Band 1</b>	<b>Status</b>	<b>Casual - Reliever</b>
<b>Group:</b>	<b>Governance      Facilities      and      Economy</b>	<b>Business Unit:</b>	<b>Regulatory Services</b>
<b>Reports to:</b>	<b>School Crossing Support Officer</b>		
<b>Direct Reports:</b>	<b>N/A</b>	<b>Date:</b>	<b>January 2024</b>

### ORGANISATIONAL CONTEXT

Cardinia Shire Council is committed to building a sustainable shire for present and future generations to enjoy. Council plays an important role in contributing to life in our community. We provide services which supports the wellbeing of our residents now and into the future.

To deliver on our commitment, we are developing a skilled and professional workforce that embraces our organisational culture, values, and demonstrates key leadership capabilities. Our culture is defined by working together, working differently, and working for the future. We value teamwork, respect, accountability, communication, and customer focus. These values underpin our work and our behaviours ensuring we deliver on the Council's vision while maintaining a healthy, engaging, and inclusive workplace.

### POSITION OBJECTIVES:

To be responsible for the safe passage of persons using School Crossings.

### DUTIES & RESPONSIBILITIES:

Key responsibilities include, but are not limited to:

- Operate the crossing in accordance with the "Instructions for Children's Crossing Supervisors" as prepared by the Victoria Police and Vic Roads.
- Oversee the safe passage of school children using the crossing.
- Be punctual when starting and finishing work.
- Be dressed in full uniform provided by Council when on duty.
- Be alert and stand near the crossing at all times when on duty.
- Be responsible for the placing of School Crossing flags and stop signs used on the crossing.
- Be tactful when supervising children.
- Operate traffic control signals to regulate pedestrian flow as required.
- Take down all registration details, date and time of vehicles illegally parking within eighteen metres of the crossing and vehicles driving through the crossing (contrary to the Road Safety Traffic Regulations) and advising the Coordinator Compliance Services in writing of the offences, and be a witness in court if the person is prosecuted.
- Advise the Compliance Services Unit within sufficient time to allow arrangements for replacement staff if unable to attend the crossing as arranged.
- To assist and establish a good rapport with the public.

## **RISK MANAGEMENT:**

- Contribute to making Cardinia Shire as risk free as possible for all employees, residents and visitors
- Take all reasonable action to protect Council assets from damage and or loss
- Comply with Council's Risk Management Policy and Framework

## **POLICY AND PROCEDURE COMPLIANCE:**

- Adhere to and promote OH&S/Risk Management policies, procedures and practices.

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

- Accountable for the safe passage of persons using the crossing.
- Take reasonable care for your own health and safety and that of others affected by your action.

The work performed falls within specific guidelines including the exercise of discretion in the application of established practices and procedures.

**a) Judgement and decision making**

The work is routine and clearly defined.

**b) Interpersonal Skills**

The position requires basic oral communication skills.

**c) Specialist skills and knowledge**

The position requires knowledge of the laws as they relate to Children's Crossings.

**d) Training sessions**

At various times during the year Council will hold information or training sessions. Children's Crossing Supervisors are required to attend these sessions.

## **UNIFORM AND EQUIPMENT:**

### **Summer /Fine Weather Uniform - must worn at all times by both males and females**

- Vest, over clothing. Vest must be in accordance with Council Guidelines and must be fluorescent yellow with an orange sash. The sash must be reflective.
- White or orange broad brimmed hat with orange supervisor sash or the word supervisor embroidered thereon.
- Appropriate sturdy footwear. Any hooded headdress is to be white in colour and worn underneath the hat

### **Winter/Wet Weather Uniform - for males and females, to be worn in inclement weather**

- Waterproof jacket with in built orange sash. Waterproof pants (optional).
- White/orange broad brimmed hat with orange supervisor sash or the word supervisor embroidered thereon.
- Appropriate sturdy footwear. Any hooded headdress is to be white in colour and worn underneath the hat

## **EQUIPMENT REQUIREMENTS**

- Stop sign as approved by Vic Roads.
- Minimum of Two Flags as approved by Vic Roads.

## **HOURS OF DUTY:**

- As rostered by your supervisor.
- 45 minutes in the morning and 45 minutes in the afternoon, usually commencing at 8 am and 3 pm but depending on individual school requirements, this may be varied at the discretion of the Manager Compliance Services.

## **JUDGEMENT AND DECISION MAKING:**

- Ensuring the attendance at the crossing and provision of safe custody to persons using the crossing.
- The manner in which he/she communicates with persons using the crossing.
- The manner in which he/she advises the Manager Compliance Services of vehicles infringing and gives accurate evidence in Court when required.

## **SPECIALIST SKILLS, KNOWLEDGE AND EXPERIENCE:**

- Ability to work in all weather conditions ie wet/hot/windy/cold etc.
- Ability to supervise and a responsible attitude towards children.
- Capacity to work with limited supervision.
- Ability to maintain vigilance at all times.

## **SELECTION CRITERIA:**

- Demonstrates understanding of school crossing requirements.
- Ability to speak and understand the English language is essential.
- Ability to write down details of offending vehicles
- A satisfactory result from a medical examination and police record check and working with children check.
- Ability to supervise children
- Capacity to work with limited supervision
- Ability to maintain vigilance at all times
- Knowledge of the road laws as they relate to Children's Crossings
- Ability to work at the required times

## **CONDITIONS OF EMPLOYMENT:**

Terms and conditions of employment are in accordance with the Cardinia Enterprise Agreement 2024 and Cardinia's policies and procedures.

**Tenure:** This is a casual position

**Pre-employment checks** All appointments are subject to a National Police Record Check, pre-employment medical check, and a six-month probationary period (new employees only). Certain positions may also require a Financial Background Check, Traffic Check or Working with Children Check.