

Position Description

Position:	School Crossing Supervisor
Incumbent:	Vacant
Key Result Area:	Community wellbeing
Classification:	Band 2
Award name:	Victorian Local Authorities Award 2001 varied by the Towong Shire Council Enterprise Agreement 2018
Employment term:	Permanent
Employment type:	Part-time/Casual
Worksite location:	Tallangatta
Reports to:	Works Manager
Supervises:	Nil
Approved by:	Chief Executive Officer
Date approved:	March 2024
Document type:	Position Description
Reference:	Personnel

POSITION OBJECTIVES

- Demonstrate positive and supportive behaviours, consistent with Council’s values, towards all staff, contractors and Councillors.
- Provide a safe environment for children and members of the public to cross the road at the designated School Crossing.
- Embrace innovation, technology and sustainability in delivering the objectives and key responsibilities of the role.

KEY RESPONSIBILITIES

- Operate the crossing in accordance with the relevant road safety rules and regulations.
- Ensure the safety of children, self, and members of the public when using the School Crossing monitoring traffic flow along street and stopping traffic when convenient and safe.
- Place signal flags at the crossing to indicate attendance assembling and disassembling the School Crossing using the correct equipment in accordance with the guidelines.
- Ensure all safety equipment supplied by Council is maintained in good order and is used each time in attendance and notify Council staff when repairs are needed.

SHARED ORGANISATIONAL RESPONSIBILITIES

Customer Service and Community Engagement

- Provide a high level of customer service consistent with Council values.

Risk Management

- Ensure the Council’s Risk Management Policy and Procedures are observed and complied with at a personal level.

- Report on any matter that may have a potential risk exposure to the organisation, fellow employees, contractors, or the public.
- Maintain confidentiality when performing the duties of the position and in liaising with internal officers, outside organisations, and customers.

Occupational Health and Safety

- Ensure the Council's Occupational Health and Safety Policy and Procedures are observed and complied with at a personal level.
- Ensure that no actions taken by the officer interfere with or place at risk the health and safety of any person at the workplace.
- Participate in programs designed to monitor and protect the health of staff in their workplace.

Emergency Management

- Actively participate in and contribute to Council's Emergency Management processes, training and response as outlined in the Municipal Emergency Management Plan.

Other Duties

- Fulfill any other duties as directed by the Manager Works that are reasonably within the limits of the employee's skills, competence and training.
- Identify and recommend opportunities to continually improve Council's processes, systems, and service levels.

POSITION CAPABILITIES

Accountability and Extent of Authority

- Will work under the routine supervision of the Manager Works.
- Accountable for the quality of work performed including the effective and safe supervision of children whilst they are using the School Crossing.

Judgment and Decision-Making Skills

- Decisions around the safe crossing of children at the crossing will be in accordance with the established guidelines and procedures.
- Ability to work without close supervision.
- Ability to explain issues to general public and effectively identify solutions with reference to procedures and practices.

Specialist Skills and Knowledge

- Understanding of Victorian Road Rules as summarised and contained in council's procedure and how they apply to operating School Crossing.
- Ability to maintain and use safety equipment including handheld traffic control signs.
- Ability to relate effectively with children.

Management Skills

- Not applicable

Interpersonal Skills

- Oral communication skills, and written skills where appropriate.

- Ability to work as a team member and maintain effective communication with staff.

Qualification and Experience

- Current Victorian Employee Working with Children Check
- Satisfactory completion of regulatory training courses and refresher training as required.

KEY SELECTION CRITERIA

1. Road safety awareness with ability to put this into practice.
2. Demonstrated ability to monitor the safety of children.
3. Demonstrated ability to work independently and ensure punctuality.
4. Current Victorian Employee Working with Children Check.

Physical Working Conditions

Type of Hazard	Frequency					
	Rarely		Regular		Often	
	1	2	3	4	5	6
Noise eg. chainsaw	X					
Manual Handling eg. lifting	X					
Operation of heavy machinery eg. tractor	X					
Confined spaces eg. sewerage lines	X					
Hazardous substances eg. herbicide	X					
Heat and exposure eg. outdoors				X		
Isolation eg. tip supervision				X		
Sedentary eg. computer operation	X					
Dusty environment eg. quarry	X					

Key: Rarely: once monthly for say ½ hour
 Regularly: once weekly for say 1 - 2 hours
 Often: once daily for say at least 3 hours

This position description has been approved by the Chief Executive Officer.



Juliana Phelps
 Chief Executive Officer
 Date: 28 March 2024

Acceptance of position description

I,, have read and accept the conditions of the School Crossing Supervisor Position Description outlined above and agree to abide by Towong Shire Council policies and procedures.

I understand that any information I have given in my application for employment, or any statement found to be deliberately misleading, or any information that has been omitted will make me liable for dismissal.

Signature:

Date: