



Murrindindi
Shire Council

Position Description

**School Crossing
Supervisor**

Professionalism Integrity Accountability Empathy





Murrindindi 2030 Vision

We are sustainable, vibrant and resilient.

We focus on growing our business opportunities.

Our communities are safe and connected, enjoying a healthy and productive lifestyle within our wonderful natural environment.

POSITION TITLE

School Crossing Supervisor

JOB NUMBER

46

CLASSIFICATION

Murrindindi Council Enterprise Agreement
Band 1

GROUP

Community & Development

DEPARTMENT

Development Services

APPROVED BY

Manager Development Services

DATE

October 2023

Position Overview and Objective

The primary function of the School Crossing Supervisor is to ensure the safety and well-being of school children and other pedestrians to ensure they cross the road safely during peak school times.

The School Crossing Supervisor ensures the safety of children using a designated school crossing.

Key Responsibilities

- Operate school crossing in accordance with the *Road Traffic Act*.
- Cooperate with any reasonable, lawful instruction to comply with relevant legal requirements.
- Display the flags correctly whilst covering the school crossing.
- Manage traffic flow to ensure it's not unduly disrupted by pedestrians crossing the road.
- Supervise traffic flow to ensure that all vehicles are stationary before allowing pedestrians access to the crossing.
- Manage supervision of pedestrians to ensure they have crossed the roadway before

vacating the crossing.

- Supervise the school crossing within the time frames specified.
- Supervise children and vehicles at the school crossing or traffic lights.
- Prevent accident or injury to pedestrians whilst crossing the road at the school crossing or traffic lights.
- Report incidences which affect the safe use of the crossing.
- Report breaches of the Road Safety Regulations to the Community Safety Unit for action as required.

Organisational Relationship

Reports to: Coordinator Community Safety

Supervises: Nil

Internal Relationships: Community Safety Team

External Relationships: School children and staff
School Crossing Victoria
Victoria Police
General public

Key Selection Criteria

- Good verbal communication skills. Previous experience working with children and the general public highly regarded.
- Ability to instruct and direct users of school crossings in a safe and professional manner.
- Ability to work in varying weather conditions and without supervision.
- Ability to work within clearly defined procedures, policies and regulations.
- Ability to meet physical requirements of the role.
- A good understanding and a basic knowledge of legislation relative to their duties.

Essential Position Requirements

The following section outlines requirements specific to this job.

Enterprise Agreement Ordinary Hours and Days Clause 16.2	"All" employee
Drivers Licence / Ability to travel	Required to enable travel to different sites (including within and outside the municipality) to undertake the requirements of the role
Physical Requirements	This role has specific physical requirements which may include a level of physical fitness or ability associated with tasks. May include manual handling activities, lifting of weights, bending, twisting, working at height, operating specialised equipment.
Psychological Requirements	All roles at Council have a public accountability and at times will be required to meet specified deadlines, general workload and completion demands and deal with some change that may be beyond the individual's personal control.
Checks	<p>Police / Criminal Record Check</p> <p>Yes – on commencement and during employment by self-disclosure obligation.</p> <p>Evidence of rights to work in Australia</p> <p>Required</p> <p>Working with Children Check</p> <p>Required to perform role due to direct work with children</p> <p>COVID Vaccination</p> <p>In accordance with Council policy</p>
Matters relevant to the above checks	Works with children / has access to child information
Work location conditions	Onsite – role is required to be performed on site (due to business needs and/or customer contact requirements)
Outside ordinary hours of work	No regular requirement to work outside, after-hours, on weekends or public holidays
Qualifications / Registrations / Licences / Memberships	As per key selection criteria

Band 1

Accountability and extent of authority	<ul style="list-style-type: none"> • Perform broad tasks, using a range of basic skills. • Be responsible for the quality of the work. • Work under routine supervision (either individually or in a team environment). • Work within specific guidelines. Exercise discretion in the application of established practices and procedures. • May assist in providing on-the-job training in conjunction with tradespersons and supervisors/trainers.
Judgment and decision making	<ul style="list-style-type: none"> • Perform routine and clearly defined activities. • Perform tasks that may involve the use of a limited range of tools, techniques and methods within a specified range of work. • May resolve minor problems that relate to immediate work task.
Specialist knowledge and skills	<ul style="list-style-type: none"> • Undertake semi-skilled work. • Assist skilled employees.
Management skills	<ul style="list-style-type: none"> • Not applicable
Inter-personal skills	<ul style="list-style-type: none"> • Basic oral communication skills required • Where appropriate, use written skills, with clients, members of the public and other employees.
Qualifications and experience	<ul style="list-style-type: none"> • Undertake on-the-job training and induction. • Relevant experience/on-the-job training commensurate with the requirements of the work in this Band.

Murrindindi Shire Council acknowledges that Murrindindi Shire exists on Taungurung and Wurundjeri Woi-wurrung Country. We hereby express our respect for the Taungurung people and the Wurundjeri Woi-wurrung people of the Kulin Nation as the Traditional Owners of the land that encompasses Murrindindi Shire.

Organisational Responsibilities

Code of Conduct - comply with and foster an environment where every employee can consistently meet the standards of behaviour that are outlined in the Code of Conduct. Report and address matters or concerns in a timely and appropriate manner.

Values – demonstrate and model Council’s values in all aspects of your role. These values are Professionalism, Integrity, Accountability and Empathy.

Customer Service – deliver excellent service at all levels including internal and external service delivery. Engage with customers and meet community expectations in ways that foster a positive experience and deliver services using simplified but effective processes.

Diversity, Equity and Inclusion – create a psychologically safe culture where everyone feels respected, heard, included and free to speak up.

Safeguarding children, young people and vulnerable community members – promote safeguarding actions, model expected behaviours, speak up and act, and foster communities that are safe and free from violence.

Workplace Health, Safety and Wellbeing – model and set expectations to ensure safe work practice and methods for all. Follow OHS policies and procedures, immediately report and take appropriate action regarding all hazards and incidents. Work in a manner that is safe for you or all others. Use personal protective equipment clothing or equipment (PPE), reduce risks and only perform safe tasks for which you are capable, competent, appropriately trained and where applicable licenced.

Environment & Sustainability – Champion sustainability and make associated behaviour changes that foster environmental protection and sustainability in all that Council does. Create positive impacts on the environment, including energy and water efficiency, recycling and avoiding waste, zero carbon transport and sustainable procurement.



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