



Position Description

As At 12-Jul-2017

Position Title:	School Crossing Supervisor
Position Code:	1230
Department:	Development Services
Work Group:	Community Compliance
Position Classification:	Band 1

This position description is an enabling document intended to authorise the general performance of a range of duties to achieve the Position Objectives. Performance measures will be established and monitored through a personal action plan that will be developed in conjunction with the employee and manager.

1.0 Position Objectives

- 1.1 Maintain effective control over the school crossing ensuring the safety of all users.

2.0 Key Responsibilities

- 2.1 Ensure that school crossing is supervised during specified hours.
- 2.2 Wear official uniform (white coat with sash, cap) and use appropriate equipment while on duty.
- 2.3 Ensure that supervision of the school crossing is carried out in accordance with established Vicroads and Council procedures.
- 2.4 Ensure that the school crossing is legal by displaying flags only during specified hours.
- 2.5 Report any faults, malfunctions or obstructions concerning the school crossing to the Community Compliance Officer.
- 2.6 Notify the Community Compliance Officer if vehicles proceed through the school crossing when under authorised use.

3.0 Core Physical Requirements

- 3.1 Capacity to stand for a maximum of one hour at a time
- 3.2 Capacity to carry up to 5 kg
- 3.3 Capacity to work in all weather conditions
- 3.4 Hand grip dexterity to carry & hold Stop Bat Sign
- 3.5 Capacity to walk short distances & on uneven surfaces

4.0 Accountability and Extent of Authority

- 4.1 To ensure the details of those drivers who violate the Road Safety Regulations and endanger users of the school crossing are recorded and reported promptly to the Community Compliance Officer.
- 4.2 Works under routine supervision within specific guidelines. Can exercise discretion in the application of established practices and procedures.

5.0 Judgement and Decision Making

- 5.1 Responsible for ensuring that the school crossing is well ordered and accident free and to adhere to official methods of operation.
- 5.2 Work activities are routine and clearly defined.
- 5.3 Able to resolve minor problems that relate to immediate work task.

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6.0 Knowledge and Skills

6.1 Specialist Knowledge and Skills

- 6.1.1 Knowledge of the Road Safety Regulations in relation to school crossings.
- 6.1.2 Ability to record violations by drivers in regard to the school crossing.

6.2 Interpersonal Skills

- 6.2.1 Ability to communicate well with children and the general public.

7.0 Qualifications and Experience

- 7.1 To be trained in accordance with Vicroads guidelines for School Crossings or prepared to undertake such training.
- 7.2 Knowledge of the Road Safety Regulations in relation to School Crossings preferred.
- 7.3 Ability to communicate with children and the general public.

8.0 Key Selection Criteria

- 8.1 Ability and preparedness to successfully undertake training in accordance with Vicroads guidelines for School Crossings.
- 8.2 Must be punctual and reliable.
- 8.3 Ability to relate well to people at all levels.
- 8.4 Current satisfactory police record check or requirement to undertake one.
- 8.5 Current working with children check or requirement to obtain one.

9. Authorisation

Authorised by: Director - Development Services

Date: _____

Employee's Signature

Date: _____