### Position Description
As At 16-Jun-2020

**Position Title:** School Crossing Supervisor  
**Position Code:** 1230  
**Department:** Development Services  
**Business Unit:** Building, Planning & Compliance  
**Work Group:** Community Compliance  
**Position Classification:** Band 1  
**Effective Date:** November 2017  

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

#### 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.
## Position Title:
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### 5.0 Work activities
- **5.2** Work activities are routine and clearly defined.
- **5.3** Able to resolve minor problems that relate to immediate work task.

### 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

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**Date:**

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**Employee's Signature**

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**Date:**