



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	School Crossing Supervisor (Casual) Nagambie St Joseph's Primary School
<b>AWARD CLASSIFICATION:</b>	Victorian Local Authorities Award 2001 – Band 1
<b>DIRECTORATE:</b>	Asset Services
<b>APPROVED BY:</b>	Director Asset Services
<b>Date:</b>	15 April 2016

## POSITION OBJECTIVES

- To effectively and efficiently control the school crossing and to ensure the safe and orderly passage of school children and others across designated school crossings.
- To be alert to potentially dangerous situations and react in a positive manner.

## KEY RESPONSIBILITIES AND DUTIES

- Carry out the correct supervision of a school crossing by directing and controlling of pedestrian and vehicle traffic, at the prescribed times and in accordance with the provision of the Road Safety (Traffic) Regulations.
- Attend the school crossing at the times specified and/or when required.
- Educate children and other users of the crossing in the correct procedure and use of the school crossing.
- Ensure the school crossing complies with the relevant regulations, set up and take down school crossing flags for each session.
- Direct children safety over the crossing in line with adopted procedures, being observant of vehicular traffic movements from both direction and being alert to the children's behavioural traits.
- Note registration number and all details of any vehicle infringing the regulation relating to school crossings and forward these to the PA to Director Asset Services.
- Maintain a neat, respectable appearance at all times whilst on duty and maintain a positive public relations and Council image.
- Provide excellent customer service to all areas of Council, the community and other external stakeholders.
- Be conscious of the sun and wear protection when appropriate.
- Report all injury accidents, incidents, near misses and unsafe equipment or conditions to the PA to Director Asset Services.
- Provide relevant support and assistance to senior officers and team members as appropriate.
- Comply with Council's OH&S systems and undertake all relevant OH&S training as required.

## ORGANISATIONAL RELATIONSHIPS

Reports to:	PA Director Asset Services.
Supervises:	Nil.
Internal Relationships:	Other crossing supervisors, Council staff.
External Relationships:	Children, general public, local Police, School Principal.

## GUIDING PRINCIPLES:

Strathbogie Shire Council recognises that great organisations are built on shared and demonstrated values. All council employees are expected to demonstrate commitment and act in accordance with the following guiding principles:

**Progressive & Responsive** – We are leaders in local government innovation and are responsive to the community.

**Fair & Consistent** – We are fair and consistent in our thinking, actions and decisions.

**Open & Honest** – Leaders are open and accessible. Staff are confident to speak their mind. We value honesty.

**Selfless & Inclusive** – We take a “Shire First” approach and value the participation and opinion of all.

## OCCUPATIONAL HEALTH AND SAFETY

- The incumbent must demonstrate a strong commitment to workplace health and safety and effective organisational and public risk management and must take all reasonable care in the performance of his/her duties to prevent injury to him/herself and others.
- The position is responsible for complying with the Council’s Occupational Health and Safety management program and relevant legislation by working in a safe and responsible manner taking into consideration other staff members. Responsibility includes correct use of equipment and the identification and reporting workplace incidents and hazards.

## ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Operate within the requirements of Road Safety Regulations and specific Council guidelines, other relevant legislation, standards and work programs. The incumbent is required to report to the PA to Director Asset Services any issues which he/she is unable to resolve in the workplace.
- Accountable to the PA to Director Asset Services for the quality, effectiveness and timeliness of work plans and programs and for the care of assets being managed.
- Perform duties under routine supervision.

## **JUDGEMENT AND DECISION MAKING**

- Ability to resolve minor problems that relate to the work being performed.

## **SPECIALIST SKILLS AND KNOWLEDGE**

- Awareness of the Road Safety (Traffic) Regulations.

## **MANAGEMENT SKILLS**

- N/A

## **INTERPERSONAL SKILLS**

- Good communication and interpersonal skills
- Flexible attitude
- Solution-focused
- High degree of personal ethics and integrity
- Ability to set boundaries and maintain professionalism
- Ability to work effectively and co-operatively as a member of a team.

## **QUALIFICATIONS AND EXPERIENCE**

- Current Working with Children's Check.

## **KEY SELECTION CRITERIA**

- Current Working with Children's Check.
- Good eyesight and hearing.
- Good communication and interpersonal skills
- Basic written skills.
- Good minor problem solving skills.

## **TERMS AND CONDITIONS OF EMPLOYMENT**

The School Crossing Supervisor position is classified as a Band 1 within the Strathbogie Shire Council Enterprise Agreement 2015. The salary range for this position is within Band 1 (casual rate) plus 9.5% superannuation commensurate with skills and experience and Income Protection per annum. Normal hours are Monday to Friday (school days), approximately 10 hours per fortnight.

## **SIGNATURES**

### **Employee**

Name: .....

Signed: .....

Date: \_\_\_\_\_

### **Director**

Name: .....

Signed: .....

Date: .....