



Position Description

Position Title	Children's Crossing Supervisor
Position Number	2063
Division	Planning & Place
Department	Compliance and Amenity
Team	Local Laws
Position Status	Casual
Classification	Band 1
Position Reports to	Local Laws Officer (School Crossings)
Position Supervises	NIL
Date Reviewed	October 2022

Position Objective

The role of the Children's Crossing Supervisor is to assist in providing a safe passage for pedestrians using school crossings and pedestrian lights during supervised periods within the City of Kingston.

Key Responsibilities

1. Crossing Supervision

- Maintain a professional manner when dealing with members of the general public ensuring that assistance, advice and information is communicated effectively.
- Operate School Crossings in accordance with the "Instructions for School Crossing Supervisors" as prepared by VicRoads and training provided by School Crossings Victoria Inc.
- Maintain a high level of awareness, professional behaviour and conduct;
- Ensure that traffic flow is not unduly disrupted by the operation of the school crossing;
- Ensure that all vehicles are stationary before allowing pedestrians access to the crossing. •
- Attend training sessions as required.

2. Crossing Maintenance and Set Up

- Ensure the flags (where necessary) are correctly displayed whilst performing crossing duties;
- Wear the correct uniform and have the appropriate equipment whilst performing the duties of a Children's crossing supervisor.
- Ensure that all pedestrians have crossed the roadway before vacating the crossing.
- Regularly inspect own immediate work environment and report all hazards or incidents that can cause harm or that represents a threat to public safety.

3. Reporting

- Where required, report all incidents and breaches of the Road Rules-Victoria to the Local Laws Operations Coordinator.

Position Requirements

1. Accountability and Extent of Authority

The incumbent is financially responsible and accountable for:

- NIL or In line with Council delegations

The incumbent has delegated authority for:

- NIL or In line with Council delegations

The incumbent is responsible and accountable for:

- Ensure the flags are displayed correctly when required.
- Attend to Crossings at appropriate times.
- Maintenance and presentation of uniform and equipment, including advising the supervisor when repairs/replacement required.
- Present polite, courteous and efficient image to the public.
- Stop traffic to allow safe passage of pedestrians at crossing and accountable for ensuring that actions do not place persons in jeopardy.

2. Judgment and Decision Making

The incumbent is accountable for:

- Work is routine and clearly defined, limited range of tools and methods are available, the incumbent is able to resolve minor problems that relate to the immediate task
- Ability to work at the required times

3. Specialist Knowledge and Skills

The following knowledge and skills are required to be utilised:

- Capacity to work with limited or no supervision
- Ability to maintain concentration, alertness and awareness of proximity of traffic
- Knowledge of the traffic regulations especially related to vehicles in the vicinity of School Crossings
- Knowledge of procedures outlined for supervision of crossings

4. Interpersonal Skills

The following interpersonal skills are required to be demonstrated:

- Ability to supervise children and deal politely and courteously with a wide range of people in
- performing duties
- Ability to maintain concentration, alertness and awareness with traffic
- Ability to contribute and work as a member of a team
- Must enjoy working with and amongst children

5. Qualifications and Experience

The following qualifications and experience are required for the position:

- Relevant on the job training to be provided.

Shared Organisational Responsibilities

Kingston City Council (Council) has the following expectations of all employees:

Values and Behaviours	<p>The City of Kingston has six organisational values which guide behaviours and decision-making. It is through this framework, that high quality services are delivered to employees and the community. Employees have an important role to play in upholding Kingston's ethics and values, including the Code of Conduct. Kingston's Values are:</p> <ul style="list-style-type: none"> • Future Orientated • Accountable • Expert • Celebrate • Community Centric • Dynamic
Safe Workplace Actions	<p>The responsibilities of this position are completed in line with organisational Occupational Health and Safety (OH&S) policies and procedures. The incumbent will display and promote safe actions in the workplace at all times.</p>
Policies and Procedures	<p>The responsibilities of this position are completed in line with all council policies related to the position.</p>
Legislative Framework	<p>The responsibilities of this position are completed in line with the relevant legislative framework of the position's department.</p>
Equal Opportunity and Child Safe Standards	<p>The City of Kingston is an equal opportunity and child safe employer.</p>

Prerequisites

- Undertake and maintain a current National Criminal Records Check
- Valid Right to Work in Australia
- Hold and maintain a Working with Children Check • Pre-employment Medical Assessment
- Pre-employment health Declaration
- Driver's License valid in Victoria
- Reliable comprehensively insured motor vehicle
- Availability during school terms and flexibility in being able to relieve other Children's Crossing Supervisors when required
- Travel flexibility to work anywhere within the City of Kingston at short notice
- Contactable by telephone (mobile preferable)

Inherent Physical Requirements

Adaptive equipment available

Equipment	Description of use
Ergonomic assessment of workstation	Minimise effects of long periods of sitting and using a computer
Ergonomic office chair	Minimise effects of long periods of sitting
Telephone headset	Minimise effects of long periods of telephone use

Category A – This role has been assessed as a high risk and / or manual handling role. Please refer to the attached Job Task Analysis (JTA) and Pre-Employment Functional assessment (PEF) for further information about the inherent requirements of the role.

Council will make reasonable adjustments to support people in their work environment wherever reasonably practicable.

Applicants should declare any requirements via the Health Declaration form.

Variation to conditions of employment

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.