

POSITION DESCRIPTION

POSITION TITLE:		School Crossing Supervisor			
POSITION NO:		100214	CLASSIFICATION:		Band 1
DIVISION:		Corporate, Business and Finance			
BRANCH:		Compliance & Parking Services			
UNIT:		School Crossing Unit			
REPORTS TO:		Coordinator Compliance & Parking Administration			
POLICE CHECK REQUIRED:	Yes	WORKING WITH CHILDREN CHECK REQUIRED:	Yes	PRE-EMPLOYMENT MEDICAL REQUIRED:	Yes

Yarra City Council supports flexible and accessible working arrangements for all.

This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.

We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.

POSITION OBJECTIVES

- To assist with the safe movement of pedestrian and vehicular traffic.
- Provide advice and help to members of the community and general public and act positively to enhance the image of Council.

ORGANISATIONAL RELATIONSHIP

The Municipality is committed to efficiently and effectively servicing the community to the highest standards; protecting, enhancing and developing the City's physical and social environment and building the population and business base. A major imperative of the Organisation is the introduction of a competitive business culture with an emphasis on customer service and continuous improvement.

The School Crossing Unit is part of the Compliance Branch which contributes directly to the achievement of these organisational goals. As a member of the Branch the

incumbent is required to pursue objectives through effective team work with colleagues in the Branch and carry out all duties in a professional and courteous manner.

ORGANISATIONAL RELATIONSHIP

Position reports to:	Coordinator Compliance & Parking Administration
Position Supervises:	Nil
Internal Relationships:	Local Laws officers
External Relationships:	Residents, General Community, Schools.

KEY RESPONSIBILITY AREAS AND DUTIES

(1) Functional Responsibilities

- Supervise school crossings as directed
- Notify the Coordinator of necessary maintenance to school crossings.
- Provide clear and specific instructions to children and adults as required.

(2) Legislation

- Be proficient in the necessary operational aspects of relevant legislation and procedure applicable to traffic control and pedestrian movement at school crossings.

(3) Public Relations

- Display tact, courtesy and impartiality in communications with the public.
- Assist motorists and the general public with inquiries within scope and level of competence.

(4) General

- Take all reasonable care for personal health and safety and for the health and safety of others and co-operate with any actions taken to ensure compliance with occupational health and safety requirements.
- Manage time effectively and ensure work is carried out in accordance with established schedules to achieve position objectives.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

(a) Accountability

- This position is accountable to the Coordinator - School Crossing Service for the safe supervision of pedestrian/school crossings.
- The position is responsible for the proper use of equipment, uniforms and other Council provided equipment used in day to day operations.
- The position is responsible for assisting the Coordinator and notifying any issues that may impact on the supervision or safety of a crossing.
- The work to be performed falls within specific guidelines.

(b) Extent of Authority

- The authority to direct pedestrian traffic movements at school crossings.

(c) Safety & Risk

- Minimise risk to self and others and support safe work practices through adherence to legislative requirements and Council policies and procedures.
- Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.
- Under the OHS Act 2004, Council has the legal obligation to ensure the health and safety of all staff members. To help achieve this obligation, school crossing supervisors will be required to attend Council funded Pre Employment Medical (PEM) assessments. The assessments will include basic physical capacity,

hearing and eyesight ability. Council stipulates minimum standards in these areas as essential to ensure crossing supervisor's safety and the safety of the people that use the crossings. Council may direct an existing employee to consent to undertaking a Medical re-assessment at any time, provided that no employee will be directed to undertake a Medical re-assessment more than once every two years, unless specified by the Chief Executive Officer to ensure that Crossing Supervisors maintain these minimum capacities and ensure continued safety level.

Sustainability

- Embrace the following Sustaining Yarra principles through day to day work:
 - Protecting the Future
 - Protecting the Environment
 - Economic Viability
 - Continuous Improvement
 - Social Equity
 - Cultural Vitality
 - Community Development
 - Integrated Approach

Yarra Values

- Behave according to the following values which underpin our efforts to build a service based culture based on positive relationships with colleagues and the community:
 - Respect
 - Teamwork
 - Innovation
 - Sustainability
 - Accountability
 - Integrity

JUDGMENT AND DECISION MAKING

- Ability to make immediate decisions concerning safety of pedestrians.
- The employee may make decisions relating to the resolution of minor problems. Guidance is available for other aspects of the work from the Coordinator.
- Decision making is based on the application of a limited range of standardised procedures, practices, and an understanding of relevant precedents and previous decisions.
- Ability to notify/communicate information to the correct authorities in the event of an accident or situation where emergency services / assistance may be needed.

KEY COMPETENCIES

(1) Special Skills and Knowledge

- A sound knowledge of pedestrian safety, associated procedures and guidelines through the application of training that is provided.
- Ability to understand the operational requirements of legislation pertaining to School Crossing Supervisors, Pedestrians and Traffic

(2) Management Skills

- Ability to organise work effectively and efficiently, without close supervision.
- Ability to provide clear directions and instructions to children.

(3) Interpersonal Skills

- Good oral communication skills and the ability to gain the co-operation and understanding of the general public under a limited range of circumstances.

- Maintenance of a neat and presentable appearance consistent with Council's corporate image.
- Of good character and temperament and able to gain the co-operation of children.
- Ability to maintain alertness at all times and work effectively without supervision.

QUALIFICATIONS AND EXPERIENCE

- Previous experience in a customer focussed position is desirable.
- Good oral communication skills.
- Ability to apply on the job training and understand "Instructions for Children's Crossing Supervisors", VicRoads guide.
- Ability to meet the requirements of a Department of Justice 'Working with children check'.

KEY SELECTION CRITERIA

1. Experience working with children or the general public.
2. Punctuality and reliability.
3. The ability to follow set instructions/guidelines and road safety procedures and laws.