

Position Description

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| Position Title: | School Crossing Supervisor |
| Business Unit: | Regulatory Services Administration |
| Department: | Regulatory Services |
| Directorate: | City Planning, Design and Amenity |
| Classification: | Band 1 |
| Date: | January 2021 |
| Reports to: | School Crossing Programs Officer / Team Leader Regulatory Services Administration |
| Supervises: | Nil |
| Internal Liaison: | <ul style="list-style-type: none"> • Regulatory Services Officers • Regulatory Services Administration staff |
| External Liaison: | <ul style="list-style-type: none"> • School staff, teachers and Principals • School students • Parents / Custodians of school students using the crossing • Other members of the community / general public using the crossing |

1. Position Objectives

This position has primary responsibility to:

- Ensure the safe passage of children and adult pedestrians using School Crossing/s.
- Monitor School Crossing infrastructure to ensure serviceable standards.
- Monitor traffic around School Crossings and report breaches of Victorian Road Rules that impact upon pedestrian safety to Regulatory Services.

2. Key Responsibility Areas / Position Specific Responsibilities **Also refer to Appendix 1 - Additional Key Responsibility Areas / Position Specific Responsibilities for all employees*

Main areas of responsibilities will include but is not limited to:

Safe passage of pedestrians

- Escort pedestrians across School Crossing/s, in accordance with VicRoads Crossing Supervisor's Manual to prevent pedestrian accidents at staffed school crossings.
- Ensuring students understand to only cross when instructed to do so by using the standard issue School Crossing Supervisor whistle and hand signals to indicate when it is safe to cross.
- Punctuality when starting and finishing work to ensure the Crossing is staffed for entire rostered period each day.
- Dressing in full uniform provided by Council when on duty ensuring that you are clearly identifiable and professionally presented.
- Standing alert near the crossing at all times when on duty ensuring that you are clearly identified as being at your post and aware of activity in the vicinity of the Crossing.
- Placing School Crossing flags correctly and using stop signs and whistle on the crossing in accordance with VicRoads Crossing Supervisors' Manual.
- Being tactful and courteous at all times when supervising the Crossing, obtaining the confidence and trust of both children and parents in your role as the Crossing Supervisor.
- Where applicable, operating traffic control signals to control pedestrian flow as required to ensure the traffic flow is regulated so as to maximise pedestrian safety, whilst minimising disruption to vehicles.

Monitor school crossing infrastructure

- Conducting daily inspections of Crossing infrastructure including; poles, signage, flags, and line-marking to ensure that it remains in serviceable condition. Report faulty infrastructure immediately [i.e. within 1 working day of being observed] so that repairs can be organised promptly.

Report breaches of Victorian Road Rules

- Discretely monitoring vehicles illegally parking near or driving through crossing/s (contrary to the Victorian Road Rules) and advising Regulatory Services Officers promptly, providing registration details, date and time of incidents to ensure all matters can be dealt with by Council in accordance with Council policies and Codes of Practice. Incident details must not be recorded in the presence or view of offenders.
- If required, appearing in court as a witness, to support Regulatory Services Officers prosecuting offenders.

3. Overall Position Accountability and Authorities

The position is directly held responsible for:

- The School Crossing Supervisor works without direct supervision on an individual basis with the routine tasks required to be performed falling within set and specific guidelines and with limited ability to exercise discretion in the application of standard procedures. Accordingly, the School Crossing Supervisor must ensure that:
 - Crossings are managed within the guidelines set for the position; and
 - any incidents are reported immediately to Regulatory Services Officers [on the day of occurrence].
- The School Crossing Supervisor is responsible for the quality of the work performed. Accordingly, the School Crossing Supervisor must, at all times, exercise due care and diligence when performing the role.
- Assist Regulatory Services Officers in providing on-the-job training to other School Crossing Supervisors, as required.

4. Judgement and Decision-Making Skills

Judgement and decision making will be within the following scope:

Independently

- Work activities are routine and clearly defined and performed through a limited range of techniques, resolving minor day-to-day problems related to immediate work tasks with support from Regulatory Services Officers and administration staff.

With Input from Regulatory Services Officers

- Regarding matters where difficulties arise outside of the specific guidelines set for the position or where problems occur with the overall management of a School Crossing.

Recommends and identifies to Regulatory Services Officers

- Infrastructure improvements required at a School Crossing such as; line marking, security fencing, deteriorated flags / stop sign, etc.

Guidance

- Seek guidance from Regulatory Services Officers where no specific guideline, clear policy or precedent exists, or where the issue is more complex than routinely encountered.
- Decisions made are always subject to review.

5. Specialist Skills and Knowledge

The essential position requirements include:

- Safe and competent operation of traffic control signals [where applicable], standard issue School Crossing Supervisor whistle and stop sign along with hand signals to:
 - balance the safety needs of pedestrians and traffic flow requirements; and
 - ensure safe operation appropriate to each designated Crossing/s.

6. Interpersonal skills

The essential position requirements include:

- Basic oral and written communication and interpersonal skills with clients, members of the public and other employees to:
 - provide verbal reports of faulty crossing infrastructure/equipment to Regulatory Services Officers;
 - provide coherent written notes to Regulatory Services Officers regarding breaches of Victorian Road Rules, relevant to the School Crossing;
 - communicate with the school community, in relation to daily activity at crossing/s;
 - engage appropriately with:
 - community members of extensive cultural diversity to provide/seek information in relation to safe use of school crossings; and
 - customers who at times may be uncooperative and/or aggressive.

7. Notes and Comments

- VISUAL ACUITY (VISION TEST) and AUDIOMETRIC ASSESSMENTS (HEARING TEST) are required.

8. Qualifications and Experience (Key Selection Criteria)

Selection of the most suitable applicant will be based on the following:

Essential

- Demonstrated capacity to undertake the physical, cognitive, visual and audiometric requirements of role, through Functional Capacity Testing and willingness to be re-assessed regularly, preferably also with previous experience working with children and a valid Victorian Drivers Licence.
- Demonstrated basic oral and written communication and interpersonal skills to perform the responsibilities of the role.
- Ongoing ability to undertake rostered on-call availability, including ability to attend a wide variety of School Crossings across diverse locations throughout the municipality.
- Satisfactory [and ongoing] Police and Working with Children Checks supplied prior to offer of employment and commencement.

Verification

We certify that the content of this Position Description accurately reflects the overall role and accountabilities of the position:

Prepared by:

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|--------------|--------------|-------------------|--|
| Name: | Deb Beasley | Signature: | |
| Date: | January 2021 | | |

Manager:

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|--------------|--------------|-------------------|--|
| Name: | Rod Burke | Signature: | |
| Date: | January 2021 | | |

Director:

| | | | |
|--------------|--------------|-------------------|--|
| Name: | Jody Bosman | Signature: | |
| Date: | January 2021 | | |

Position Occupant:

| | | | |
|--------------|--|-------------------|--|
| Name: | | Signature: | |
| Date: | | | |

Inherent Physical & Cognitive Requirements of the position

Summary

Date of last review: December 2006

Authorised by: Jody Bosman

| Cognitive Demand | Yes | No |
|--|-----|----|
| Regular communicating with team/work mates | ✓ | |
| Regular communicating with others | ✓ | |
| Verbal instruction and supervision of others | | ✓ |
| High concentration | ✓ | |
| Planning and problem solving | | ✓ |
| Job/task organisation | | ✓ |
| Short-term memory | ✓ | |
| Long-term memory | | ✓ |

| Physical Requirement | Task Details | Rare | Occasional 0 - 33% of the working day | Frequent 34 - 66% of the working day | Constant >66% of the working day | Medical Provider Comment / Opinion |
|-----------------------------------|-------------------------------------|------|---|--|--|---|
| Mobility / Postures | | | | | | |
| Sitting | | ✓ | | | | |
| Static standing | | | ✓ | | | |
| Walking | Short distances on/off the crossing | | | ✓ | | |
| Steps | Kerbs | | | ✓ | | |
| Lifting | | | ✓ | | | |
| Carrying | Flags and Stop sign | | | ✓ | | |
| Back twisting | | | ✓ | | | |
| Back bending | | | ✓ | | | |
| Back arching | | ✓ | | | | |
| Squatting | | ✓ | | | | |
| Neck twisting | | | | ✓ | | |
| Neck bending | | ✓ | | | | |
| Neck looking up | | ✓ | | | | |
| Pushing | | | ✓ | | | |
| Pulling | | ✓ | | | | |
| Reaching forward | | | ✓ | | | |
| Reaching above shoulder height | | ✓ | | | | |
| Hand grip | | | | ✓ | | |
| Hand grip fine manipulation | | | ✓ | | | |

| Definitions | |
|--------------------------------|--|
| Mobility / Postures | |
| Sitting | Stay in a seated position |
| Standing | Standing in an upright position, moving less than three steps |
| Walking | In an upright position moving more than 3 steps |
| Crawling | Move on the hands and knees or by dragging the body close to the ground |
| Non-Manual Handling | |
| Crouch / squat | To lower the body by bending forward from legs and spine, buttocks on or near the heels |
| Kneeling | To lower the body |
| Bending | To bend forward and down from the waist or the middle of the back, rounding the shoulders and back for more than 3 seconds |
| Reaching | Extending arms out in any direction |
| Twisting / truck rotation | Rotating the body to one side or the other without moving the feet |
| Fine manipulation / pinch grip | Fingers are on one side of the object and thumb on the other, typically without the object touching the palm |
| Power/open hand grip | Using the whole hand to grasp an object, typically used to handle large or wide objects where the fingers are extended |
| Low level work | Performing manual handling actions at or near ground level |
| Manual Handling | |
| Lift / carry / hold | Raising or lowering an object from one level to another and holding / transporting the object using the hands, arms, or on the shoulders |
| Pushing / pulling | Applying force to move something away or closer to one's self, including static positions |
| Kilograms of force (kg.f) | Amount of force or effort required to perform a specific task or part of a task |

Position Description

APPENDIX 1

Additional Key Responsibility Areas / Position Specific Responsibilities for all employees

Main areas of responsibilities will include but is not limited to:

Business Unit Responsibilities

- Undertake Emergency Management duties as required by assisting in Emergency Management activities.
- At all times, take responsibility for maintaining the strictest levels of confidentiality regarding ratepayers, customers and employees.
- Make an ongoing, positive contribution to the Directorate.

Change Management

- Positively embrace, adopt and meet the challenges of change as it occurs within the organisation while possessing a 'can do' attitude in order to embrace new tasks and to assist others.

Team Effectiveness

- A demonstrated ability to work in a team environment and actively participate as a committed and valued team member to ensure a cohesive approach to achieving team and corporate objectives.
- Be a team player and adopt team practices that support a team approach across the organisation by supporting each other in a team environment to recognise individual team achievements and achieve team targets.

Organisational Requirements

- A committed employee, behaving in a manner consistent with personal and professional workplace standards as outlined in Council's Code of Conduct and other Council policies, procedures and guidelines.
- Make a positive contribution to Council and be mindful of the requirements outlined in the Victorian Charter of Human Rights in the provision of service delivery while respecting the rights of colleagues and customers at all times.
- Act respectfully, responsibly and be accountable for your actions.
- Adhere to Council's occupational health, safety and return to work (RTW) policies and procedures and participate in health and safety training programs and initiatives.
- Understanding of and ability to work with diversity within the workplace and community.
- Perform other duties as directed within the limits of acquired skills, knowledge and training.
- Manage Council records in accordance with the relevant Council policies and corporate requirements to protect personal information.