

Position Description

Position:	School Crossing Supervisor
Incumbent:	Vacant
Key Result Area:	Organisational Improvement
Classification:	Band 2
Award name:	Towong Shire Council Enterprise Agreement 2018, which incorporates the Victorian Local Authorities Award 2001 (VLAA 2001) and the Nurses (ANMF – Victorian Local Government) Award 2015
Employment term:	Permanent
Employment type:	Part-time/Casual as applicable
Worksite location:	Tallangatta/Corryong as applicable
Reports to:	Coordinator Governance and Compliance
Supervises:	Nil
Approved by:	Chief Executive Officer
Date approved:	March 2025
Document type:	Position Description
Reference:	Personnel

POSITION OBJECTIVES

- Demonstrate positive and supportive behaviours, consistent with Council’s values, towards all staff, contractors and Councillors.
- Embrace innovation, technology and sustainability in delivering the objectives and key responsibilities of the role.
- Provide a safe environment for children and members of the public to cross the road at the designated School Crossing.

KEY RESPONSIBILITIES

- Operate the crossing in accordance with the relevant road safety rules and regulations.
- Ensure the safety of children, self, and members of the public when using the School Crossing monitoring traffic flow along street and stopping traffic when convenient and safe.
- Place signal flags at the crossing to indicate attendance, assembling and disassembling the School Crossing using the correct equipment in accordance with the guidelines.
- Ensure all safety equipment supplied by Council is maintained in good order and is used each time in attendance and notify Council staff when repairs are needed.

SHARED ORGANISATIONAL RESPONSIBILITIES

Customer Service and Community Engagement

- Provide a high level of customer service consistent with Council values.
- Liaise with customers and council staff to establish and resolve issues of service provision and project delivery.
- Ensure all customer requests are responded to in a timely manner.

Risk Management

- Ensure the Risk Management Policy and procedures are observed and complied with at a personal level.
- Ensure compliance with the Privacy and Data Protection Act 2014 (Vic) and treat all information of a sensitive nature concerning the business of Council, ratepayers or residents in a professional and confidential manner.
- Maintain confidentiality when performing the duties of the position and in liaising with internal officers, outside organisations, and customers.
- Create and keep accurate and complete records of business activities and decision making in Council's Corporate Record Management System and in accordance with the Public Records Act 1973.
- Observe the Code of Conduct and all appropriate Council policies and procedures regarding day-to-day conduct.
- Ensure compliance with relevant legislation, regulations, and codes of practice.
- Ensure that behaviours and actions are consistent with Victorian Child Safe Standards and related legislation.

Occupational Health and Safety

- Comply with Council's Occupational Health and Safety Policy and Procedures.
- Take reasonable care for your own health and safety, as well as the health and safety of others.
- Ensure that no actions are taken to interfere with or place at risk the health and safety of any person at the workplace; including employees, volunteers, or community members (including children).
- Only use Council plant, equipment and vehicles as authorised and instructed.
- Co-operate with steps taken by Council for OHS compliance.
- Participate in OHS training and consultation when directed.
- Correctly use personal protective equipment and clothing as directed.
- Report hazards and potential problems promptly.
- Report any accidents or incidents as soon as possible.

Emergency Management

- Actively participate in and contribute to Council's Emergency Management processes, training and response as outlined in the Municipal Emergency Management Plan.

Other Duties

- Fulfill any other duties as directed by the Coordinator Governance and Compliance that are reasonably within the limits of the employee's skills, competence and training.
- Identify and recommend opportunities to continually improve Council's processes, systems, and service levels.

POSITION CAPABILITIES

Accountability and Extent of Authority

- Will work under the routine supervision of the Coordinator Governance and Compliance.
- Accountable for the quality of work performed including the effective and safe supervision of children whilst they are using the School Crossing.

Judgment and Decision-Making Skills

- Decisions around the safe crossing of children at the crossing will be in accordance with the established guidelines and procedures.
- Ability to work without close supervision.
- Ability to explain issues to general public and effectively identify solutions with reference to procedures and practices.

Specialist Skills and Knowledge

- Understanding of Victorian Road Rules as summarised and contained in council's procedure and how they apply to operating School Crossing.
- Ability to maintain and use safety equipment including handheld traffic control signs.
- Ability to relate effectively with children.

Management Skills

- Ability to plan, organise and manage one's own work so as to achieve set objective in the most efficient way with the resources available within a set timeframe.

Interpersonal Skills

- Oral communication skills, and written skills where appropriate.
- Ability to work as a team member and maintain effective communication with staff.

Qualification and Experience

- Current Victorian Employee Working with Children Check
- Satisfactory completion of regulatory training courses and refresher training as required.

KEY SELECTION CRITERIA

1. Road safety awareness with the ability to put this into practice.
2. Demonstrated ability to monitor the safety of children and the public.
3. Demonstrated ability to work independently and ensure punctuality.
4. Current Victorian Employee Working with Children Check.

Physical and Psychosocial Working Conditions

Posture / Activity	Rarely required	Occasional	Frequent	Regular/ Continuous
Stand / walk				X
Walk over even and uneven and or steep terrain / stepping over ground objects				X
Walk on slippery ground surfaces, after wet weather			X	
Perform forward reach with both upper limbs, sometimes carrying an object				X
Bend, squat, kneel and at times while carrying / lifting a load		X		
Reach and lift a load from ground level			X	
Reach with both upper limbs and times while carrying / lifting a load			X	
Perform neck rotation and flexion				X
Alternate posture from a sitting to a standing posture	X			
Perform elbow flexion				X
Awkward body postures		X		
Wear PPE and in hot or cold weather.				X
Perform fine hand manipulation of both right and left hands		X		
Perform side reaching, sometimes while carrying an object			X	
Perform tripod grip (e.g. to hold a pen)			X	
Perform low back rotation, sometimes while carrying an object			X	
Perform wrist flexion, ulna, and radial deviation				X
Work in different locations and environments			X	
Work outdoors up to 8hrs				X
Heat and cold exposure			X	
Exposure to pollens, insects and wildlife			X	
Exposure to noise, isolation and dust				X
Attend workplace meetings in meeting rooms		X		
Work with computer software and phone apps		X		
Follow instructions from your direct supervisor or people with authority to direct people in the workplace			X	
From time to time provide support on projects and tasks that are outside the normal scope of the role	X			
Contribute to a busy team			X	
Regularly communicate with team members, the public, and key stakeholders from diverse backgrounds, with possibly differing opinions, viewpoints, values, personalities, and priorities				X
Ability to manage interpersonal workplace conflicts and frustrations in a positive manner			X	
Capacity to liaise with the external customers who may exhibit challenging behaviours at times.		X		

This position description has been approved by the Acting Chief Executive Officer.



Mark Florence
Acting Chief Executive Officer
Date: 7 March 2025

Acceptance of position description

I,, have read and accept the conditions of the School Crossing Supervisor Position Description outlined above and agree to abide by Towong Shire Council policies and procedures.

I understand that any information I have given in my application for employment, or any statement found to be deliberately misleading, or any information that has been omitted will make me liable for dismissal.

Signature:

Date: