

## POSITION DESCRIPTION

<b>Position Title</b>	School Crossing Supervisor
<b>Position Code</b>	1230
<b>Business Unit</b>	Building, Planning & Compliance
<b>Work Group</b>	Community Compliance
<b>Position Classification</b>	Band 1
<b>Effective Date</b>	November 2017

### Our Vision

The Rural City of Wangaratta prides itself on being a community that is connected, sustainable and contemporary. We provide our community with diverse opportunities to participate in the arts, sport and recreation, and in cultural events and programs to bring them together to connect and celebrate the great place in which we live. In this context we have a vision to build the best sports, aquatics and events precinct in regional Victoria – bringing significant social, recreational, health and economic benefits to our community. Our staff enjoy the regional lifestyle and the benefits of a community situated within a gourmet food and wine region, with a wide range of outdoor adventure activities, and serviced by excellent education and health facilities. We live in a place where good things grow.

### Our Values

Our staff are our greatest asset. Our success comes from the everyday demonstration of our values, being:

- **Trust**, to have confidence in the character and competence of our work colleagues. □
- **Respect**, to acknowledge all people as individuals with inherent worth and value.
- **Openness**, where we are frank, honest and accountable in our dealings.
- **Fairness**, so we treat colleagues and customers fairly and consistently.
- **Excellence**, to contribute to outstanding services, systems and relationships.
- **Enjoyment**, so we obtain personal satisfaction from our work and display our enjoyment in the workplace.

### 1. Position Objectives

1.1 Maintain effective control over the school crossing ensuring the safety of all users.

### 2. Working Relationships

Reports to	Community Compliance Coordinator
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### **3. Key Responsibilities**

- 3.1** Ensure that school crossing is supervised during specified hours.
- 3.2** Report any faults, malfunctions or obstructions concerning the school crossing to the Community Compliance Officer.
- 3.3** Notify the Community Compliance Officer if vehicles proceed through the school crossing when under authorised use.
- 3.4** Ensure that supervision of the school crossing is carried out in accordance with established Vicroads and Council procedures.
- 3.5** Ensure that the school crossing is legal by displaying flags only during specified hours.
- 3.6** Wear official uniform (white or fluoro cap with fluoro vest or white coat and sash) and use appropriate equipment while on duty.

### **4. Core Physical Requirements**

- 4.1** Capacity to stand for a maximum of one hour at a time
- 4.2** Capacity to carry up to 5 kg
- 4.3** Capacity to work in all weather conditions
- 4.4** Hand grip dexterity to carry & hold Stop Bat Sign
- 4.5** Capacity to walk short distances & on uneven surfaces

### **5. Accountability and Extent of Authority**

- 5.1** To ensure the details of those drivers who violate the Road Safety Regulations and endanger users of the school crossing are recorded and reported promptly to the Community Compliance Officer.
- 5.2** Works under routine supervision within specific guidelines. Can exercise discretion in the application of established practices and procedures.

### **6. Judgement and Decision Making**

**6.1** Responsible for ensuring that the school crossing is well ordered and accident free and to adhere to official methods of operation.

**6.2** Work activities are routine and clearly defined.

**6.3** Able to resolve minor problems that relate to immediate work task.

## **7. Knowledge and Skills**

### **7.1 Specialist Skills and Knowledge**

**7.1.1** Knowledge of the Road Safety Regulations in relation to school crossings.

**7.1.2** Ability to record violations by drivers in regard to the school crossing.

### **7.2 Interpersonal Skills**

**7.2.1** Ability to communicate well with children and the general public.

## **8. Qualifications and Experience**

**8.1** To be trained in accordance with Vicroads guidelines for School Crossings or prepared to undertake such training.

**8.2** Knowledge of the Road Safety Regulations in relation to School Crossings preferred.

**8.3** Ability to communicate with children and the general public.

## **9. Key Selection Criteria**

**9.1** Ability and preparedness to successfully undertake training in accordance with Vicroads guidelines for School Crossings.

**9.2** Must be punctual and reliable.

**9.3** Ability to relate well to people at all levels.

**9.4** Current satisfactory police record check or requirement to undertake one.

**9.5** Current working with children check or requirement to obtain one.

**Authorised by: Director –**

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**Date:**

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**Employee's Signature:**

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**Date:**

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