

Job title: School Crossing Supervisor	
Classification: Band 1	Effective Date: January 2022
Reports to: Community Safety Support Coordinator	Tenure: Casual / Part-time

About us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and to provide an excellent customer experience. We are a resilient organisation where everyone belongs.



Excellent Customer Experience and Service Delivery



Great Organisational Culture



Innovation and Continuous Improvement



Good Governance and Integrity



Long Term Financial Sustainability

We value:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. It is expected that all employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.

Goal Statement

The position will assist in providing a safe effective means for school aged children and other pedestrians to cross the road at established school crossings and traffic lights.

Key Responsibilities

Position Specific Responsibilities

- Supervise pedestrians at school crossings and traffic lights.
- Ensure flags (where necessary) are displayed correctly whilst performing duties.
- Maintain a high level of traffic and pedestrian awareness.
- Ensure traffic flow is not unduly disrupted by the operation of the school crossing.
- Ensure that all vehicles are stationary before allowing pedestrians to cross the road.
- Ensure that all pedestrians have crossed the roadway before vacating the crossing.
- Communicate with the public in a friendly and courteous way at all times.
- Wear the correct attire and use the required equipment whilst performing duties.
- Where required, report all breaches of the Road Rules Victoria to the Manager via an Incident Report.
- Report all matters considered to be a safety problem within the immediate area of the school crossing.

Corporate Responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.

Authority

Budget: Nil.

Staff responsibility: Nil.

Decision Making:

- The position has the authority to act within established operational guidelines and within the constraints of various regulations, controls, standards and City of Whitehorse policies.

Key Relationships

- The position will liaise with Council Community Safety department staff.
- The position is required to maintain professional relationships with the public, students, School communities (including the Principal) and other users of the crossing.

Skills and Attributes

Qualifications/Certificates/Licences and Experience

- A valid Victorian driver's licence.
- Satisfactory National Criminal History Check.
- Working with Children Check.

Other technical skills

- Ability to drive to a crossing anywhere within the City of Whitehorse at short notice.
- Ability to maintain a high level of awareness of pedestrians and traffic.

Interpersonal

- A friendly, helpful and courteous communication style.
- Ability to speak, read and write fluent English.
- Ability to communicate clearly with pedestrians to enable them to utilise the crossing safely and to assist with the education of pedestrians on how to use the crossing.
- Ability to work unsupervised.

Key Selection Criteria

- Satisfactory National Criminal History Check.
- Working with Children Check.
- A friendly, helpful and courteous communication style.
- Ability to speak, read and write fluent English.

Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.	Attending to children	Very occasional squatting required	
Hand/Arm Movement Tasks involve use of hand/arms	School crossing (handling stop/go baton)	Up to twice a day or 5 times a week (up to 30 – 40 bat raising events) for up to an hour	
	Baton and flag setup	2 flags (4 poles) inserted into permanent poles. 2 times per shift, 2 shifts per day.	
	Whistle movement	30-40 arm/hand movements conversing event – up to 1 hour 2 a day up to 5 times a week	
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.	Vehicle Entry/Exit	Up to 4 times a day	
	Supervision of children when crossing	Cervical and thoracic rotation intervals over 40-60min shift.	
Standing Tasks involve standing in an upright position	School crossing (handling stop/go baton)	Frequency between 2 x per day, 5 days per week Intermittent standing/walking required to facilitate	

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
		30-40 baton raising events – up to 1 hour	
Reaching Tasks involve reaching above head, and above and equal to shoulder height	Use of Stop/Go Baton	Hands should be maintained below shoulder height, occasional over shoulder head movements	
	Baton and flag setup	2 flags (4 poles) inserted into permanent poles. 2 times per shift, 2 shifts per day.	
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects	School crossing (handling stop/go baton)	Up to twice a day or 3 times a week (up to 30 – 40 bat raising events) for up to an hour	
	School crossing	Up to 1 hour per crossing, 2 times a day, 5 days a week	
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another	School crossing (handling stop/go baton)	Frequency between 2 x per day, 5 days per week	
	School crossing signs	Set up and pack up twice a day. 4 events total	

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body	School crossing (handling stop/go baton)	Frequency between 2 x per day, 5 days per week Intermittent standing/walking required to facilitate 30-40 baton raising events – up to 1 hour	
Satisfactory Vision Standard of vision required equal to that required for driver's license	Traffic identification	Identifying traffic throughout shift to assist in determining appropriate crossing times.	
Hearing No loss in the better ear of greater than 40 db over 500hz, 1000hz, 2000hz and 3000hz.			
Environmental Conditions			

Any other relevant comments:

- The position includes inherent physical requirements to stand and walk for extended periods and lift and carry the necessary equipment. Please refer to the Physical and Functional Requirements Checklist for more information. Short listed candidates may be required to attend a pre-employment medical examination.
- The position is required to work from different locations within the municipality.
- The incumbent is required to attend further training when requested.
- The incumbent must be prepared to perform their duties in any weather.