Position Description

School Crossing Supervisor

Position Details

Position Title	**School Crossing Supervisor**
Position Number	100794
Classification	Band 1
Division	City Sustainability & Strategy
Branch	Compliance & Parking Services
Unit	School Crossings Team
Reports To	Team Leader Compliance Administration
Employment Essentials	• Working with Children Check • National Police Check • Pre-Employment medica (vision & audiometry)

Yarra City Council is committed to being a child safe organisation and supports flexible and accessible working arrangements for all.

This includes people with a disability, Aboriginal and Torres Strait Islander peoples, 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.

At Yarra Every Job is a Climate Job

Acting on the climate emergency requires that we change the way we think, make decisions, and prioritise action. We must embed proactive climate responses in the ways we govern, live our lives, and conduct our work. Every choice we make today and into the future will have an impact; this is true for Council and the community.

Acknowledging the scale of this crisis, at Yarra we are committed to ensuring that every job is a climate job meaning that each staff member will play a key role in shaping our climate response.

Organisational Context

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 best value framework with an emphasis on customer service and continuous improvement.

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School Crossing Supervisor

The School Crossing Team is part of the Compliance & Parking Service 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 teamwork with colleagues in the branch and carry out all duties in a professional and courteous manner.

Position reports to:	Team Leader Compliance Administration
Reporting to this Position:	N/A
Internal Relationships:	Compliance Administration Team, Compliance Officers, Animal Management Officers and Leadership Team within the Compliance & Parking Services Branch.
External Relationships:	General Community, Parents, Students and School Staff.

Position Overview

The School Crossing Supervisor ensures the safe and efficient movement of pedestrians and vehicles at school crossings. This role contributes to Yarra City Council by:

- Providing advice and assistance to the community and general public.
- Positively enhancing the Council's public image.
- Work outdoors at school crossings during morning and afternoon shifts in all weather conditions.
- Wear a high-visibility uniform and use provided equipment.

Key Responsibilities

- Supervise school crossings as directed during school hours.
- Guide children and adults with clear instructions to cross the roads safely.
- Control traffic using signs and signals to ensure safe crossing times.
- Notify the Team Leader of any maintenance needs for school crossings.
- Report any safety concerns or incidents to supervisors.
- Follow Council policies and procedures to support a climate-resilient future by embedding climate considerations into daily activities.

Accountability and Extent of Authority

- School Crossing Supervisor works at school crossing independently and is responsible to operate the crossing safely.
- Work alone or with a team, with a supervisor checking in.
- Use simple skills and follow clear rules, with a little room to make choices.
- Make sure your work is done well.

Judgement and Decision Making

- Perform routine tasks with clearly defined processes.
- Use a limited range of tools and methods.
- Resolve minor issues related to immediate tasks.

Management Skills

- Ability to instruct and direct users of school crossings in an appropriate manner.

Interpersonal Skills

- Good verbal communication skills including basic English.
- A friendly, helpful and courteous communication style with the community and staff.
- Ability to instruct and direct users of school crossings in a safe and professional manner.
- Ability to read and understand written instructions.
- Ability to build rapport with school communities and all school crossing users.

Risk and Safety Requirements

- Minimise risks to self and others by following legislative requirements and Council policies.
- Report any issues that may affect the safety of Council employees, community members, or Council assets.
- Adhere to Yarra City Council's commitment to child safety under the Victorian Child Safe Standards and the Child, Wellbeing and Safety Act 2005.
- Actively participate and contribute to preventative Health, Safety and Wellbeing strategies, crossing audits, team meetings and training.

Specialist Skills and Knowledge

- Understand basic Victoria Road Rules, especially those related to school crossings.
- Follow Safe Work Procedures to ensure community safety.

Qualifications and Experience

- Previous experience in a customer-focused role is highly regarded.
- Good oral communication skills, including basic English.
- Ability to understand and apply on-the-job training.
- While not essential, a current Victorian driver's licence is an advantage.
- Flexibility to take up duty at various school crossings throughout the municipality as required.

Mobility Requirements

To perform this role safely and effectively, you will need to be able to:

- Remain standing for up to 1 hour per shift.
- Be able to walk to the middle of the road and back multiple times during your 1-hour shift.
- Hold a stop sign weighing approximately 1.5–2kg (if stationed at a flag crossing)
- Carry a pair of flags (approx. 1–1.5 kg each) from your vehicle or designated location (e.g. school reception) to the school crossing posts and return them after your shift (if stationed at a flag crossing).

Key Selection Criteria

1. **Experience working with children or the public**
   You enjoy working with children or members of the community and have experience interacting with them in a friendly and respectful way.

2. **Proven to be reliable and punctual**
   You are someone who can be counted on to show up on time and consistently do the job as required.

3. **Experienced and can demonstrate clear communication**
   You can speak clearly and confidently when talking to children, parents, and others in the

community.

4. **Demonstrate the ability to follow rules and instructions**
   You understand the importance of following road safety rules, procedures, and instructions to help keep everyone safe.