

WHITEHORSE CITY COUNCIL

Position description

Job title: School Crossing Supervisor	
Classification: Band 1	Effective Date: February 2025
Reports to: School Crossing 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**

CREATe - Our Values and Behaviours:

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.



WHITEHORSE CITY COUNCIL

Position description

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

Goal Statement

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

Key Responsibilities

Position-Specific Responsibilities

- Supervise pedestrians at school crossings and traffic lights without distractions such as smoking, vaping, mobile devices, reading materials, radios and guests and without using unapproved equipment such as chairs, tables and beach umbrellas.
- Always communicate with others in a friendly and courteous way.
- Wear the issued uniform and use the required equipment whilst performing crossing supervision duties.
- If required, ensure flags are displayed correctly whilst performing crossing supervision duties.
- Maintain a high level of traffic and pedestrian awareness.
- Ensure that all vehicles are stationary before allowing pedestrians to use the school crossing.
- Ensure that all pedestrians have safely crossed the roadway before vacating the crossing.
- Ensure traffic flow is not unduly disrupted by the operation of the school crossing.
- Report all school crossing safety-related issues to the Community Safety Support Coordinator, including the uniform, school crossing equipment and damage to the crossing work area.
- Where required, report all breaches of the Road Rules Victoria and “near miss” incidents to the Community Safety Support Coordinator via an Incident Report.
- Assist and support injured pedestrians that require immediate attention following an incident and contact relevant emergency services if required.

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 employee’s work area) and related procedures that are designed to minimise injury individuals and/or loss to assets and equipment.
- Report any matters that may impact on the safety of Council employees, 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 teachers and principal) and other crossing users.

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 Skills

- 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.
- Satisfies the physical requirements of the role.

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 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 object/s and at an appropriate speed to respond to an emergency.	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.	

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
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 flags	Set up and pack up twice a day. 4 events total.	
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			Refer to Council Hot Work Policy

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.