

Position Description



POSITION TITLE:	School Crossing Supervisor
POSITION NO:	1179
DIRECTORATE:	Planning & Environment Services
DEPARTMENT:	Emergency Management & Regulatory Services
SECTION:	Parking and Local Laws
CLASSIFICATION:	Band 1
LOCATION:	Operations Centre, 95 Sunshine Rd, West Footscray
DATE:	November 2025

ORGANISATIONAL RELATIONSHIPS

Reports to:	Team Leader Local Laws
Supervises:	Nil
Internal Liaisons:	Manager Department, Coordinator Department, Parking & Local Laws Team Leader, Parking and Local Laws Staff, and all Council Staff.
External Liaisons:	School Principals, School Staff, School Children Guardians of School Children and members of the public and residents.

ORGANISATIONAL VALUES:

Employees at Maribyrnong will be guided in their behaviour and conduct in the delivery of its services by Council's values of Respect, Courage and Integrity.

Respect	The promotion of inclusiveness, empathy, communication, good will.
Courage	The promotion of innovation, considered risk, creativity, problem solving, initiative, accountability, responsibility.
Integrity	The promotion of honesty, loyalty, ethical behaviour, trustworthiness.

PRIMARY OBJECTIVES OF POSITION:

To ensure safe passage for all pedestrians at designated schools crossings within the City of Maribyrnong.

DUTIES AND RESPONSIBILITIES

- Attend the school crossing at the specified days and times.
- Ensure that when pedestrians are to use the school crossing that the traffic has been stopped and it is safe to use the crossing.
- Educate all pedestrians who use the school crossing on the correct procedures.
- Ensure that the school crossing complies with the relevant legislation.
- Effectively respond to emergency situations at the school crossing.

- Notify Council of any events that jeopardise the safety of the pedestrians who use the school crossing.
- Attend yearly refresher training courses as provided.
- The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skill, competence and training.

Organisational Responsibilities:

- Adhere to the Victorian *Occupational Health and Safety Act 2004*, Council's Occupational Health and Safety Policy and Council's Contractor Health and Safety Policy including assuming responsibility for the proper use of all safeguards, safety devices, personal protective equipment and other equipment provided for safety purposes.
- Consider and preserve their own safety and the safety of those around them while at work. This includes following health and safety guidelines and procedures, and using protective clothing or equipment provided, at all required times. Employees must immediately report any injury, near miss, damaged equipment or any other hazard observed in their workplace.
- Familiarise themselves with, and adhere to, Council's Risk Management policy and program and the application of sound risk management practices within the workplace and community.
- Practice and promote Council's Equal Opportunity and Respect at the Workplace principles and policies by treating fellow employees and our customers fairly and equitably and without discrimination, harassment or bullying.
- Promote a positive image of Council to members of the public through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Perform the supervision of a school crossing utilising a range of basic skills within specific team guidelines, policies, procedures and under routine supervision.
- Contribute to the safety and productivity of the functions it undertakes.
- Understand and operate equipment safely and efficiently.
- Look for and obtain assistance for decisions on any matter which could have an effect on Council's reputation, policies and procedures.
- Carrying out the correct supervision of the school crossing the directing and controlling of both vehicles and pedestrians.
- Working closely with schools and road authorities in the education of pedestrians using the school crossing

JUDGEMENT AND DECISION MAKING

- Perform clearly defined tasks and resolve minor problems following Council's systems, policies and procedures.
- Act under the appropriate decisions guidance of the supervisor. Guidance and advice are always available.
- Good judgement skills to facilitate the safe passage for pedestrians with minimal disruption to traffic flow.

SPECIALIST SKILLS AND KNOWLEDGE

- Understanding of the relevant Occupational Health and Safety procedures.
- Knowledge of the legal and legislative requirements of the role within the team and the wider organisation including relevant traffic laws that impact on the position
- Be reasonably fit and alert so that the employee can safely and effectively perform all functions and duties associated with the position including the ability to react in emergencies.
- Able to work with children.

INTERPERSONAL SKILLS

- Basic ability to communicate with internal and external stakeholders both verbally and in writing, as required.
- Ability to work closely in a team environment or autonomously as required.
- Ability to supervise pedestrians correctly and safely when using the school crossing.
- Demonstrated professional behaviour and conduct at all times.

QUALIFICATIONS AND EXPERIENCE

- Previous school crossing experience would be well regarded, however training and induction will be provided.
- Experience in an environment requiring daily contact with a broad cross section of the community would be desirable.

Mandatory:

- Current Victorian Driver Licence.
- Required to have and maintain, at all times where required for the performance of your duties or otherwise by Council, a valid, unrestricted Working with Children Check.
- No relevant criminal record found in a Police Check.

Desirable:

- First Aid Certificate

KEY SELECTION CRITERIA

- Able attend the school crossing at the specified days and times.
- Travel flexibility to enable performing the duties at various locations within the municipality.
- Physically and mentally able to carry out all duties of a School Crossing supervisor. The position requires the incumbent to complete a pre-employment medical.
- No relevant criminal record found in a police check.
- Current Working with Children Card or the ability to gain a WWC card.
- Ability to speak a language other than English is an advantage.

CONDITIONS OF EMPLOYMENT: In addition to the terms and conditions of Council's Enterprise Agreement and the requirements listed in this Position Description, there are policies and procedures that apply to your employment and require your diligent compliance. These policies and procedures are formulated by Council for the efficient and fair administration of employment and other business matters and can be amended from time to time. However, such policies and procedures are not deemed to be incorporated into your employment conditions, nor are they intended or deemed to impose specific contractual obligations on Council.

The following signatures are required to indicate understanding, agreement and approval of the position description.

Employee:

Date:

Manager/
Coordinator:.....

Date: