



# Position Description

## School Crossing Supervisor

**Award:** West Wimmera Shire Council Enterprise Agreement 2021

**Classification:** Band 2 plus applicable allowances

**Name of Occupant:**

**Employment Status:** Part time

**Location:** Kaniva



## Position Objective

To provide traffic control at the school crossing and to supervise all school crossing users to provide a safe environment for pedestrians and traffic.

## Key Responsibility Areas

The part time school crossing supervisor may be requested to perform the following in providing a safe crossing environment for all users:

### General

- Provide supervision at the school crossing during hours and times scheduled.
- Ensure the supervision and operation of the school crossing is in accordance with Vic Roads, State Legislative requirements and established procedures.
- Ensure that at all times of operation the school crossing meets legal requirements including to correct display of lights and flags.
- Report on any faults, malfunctions or obstructions concerning the school crossing to the Facilities and Quality Manager
- Report to the Facilities and Quality Manager on any traffic management issues or concerns relative to the school crossing, including circumstances of traffic passing through the crossing while pedestrians are crossing.

## Occupational Health and Safety and Risk Management

All employees have a responsibility to:

- Follow safe work practices, procedures, instructions and rules at all times.
- Assist all users of the crossing, in the understanding of the proper procedures and practices.
- Perform all duties in a manner that ensures personal health and safety and that of others in the work environment and the general public.
- Use personal protective clothing or equipment as provided.
- Report any defective/damaged personal protective clothing, equipment or gear.
- Regularly inspect own immediate work environment and report all hazards or incidents that can harm or that represent a threat to public safety.
- Ensure compliance with provisions of the Occupational Health and Safety pertaining to the use of personal protective clothing, equipment or gear or any matter in relation to Health & Safety

## Accountability and Extent of Authority

- Efficient and safe operation of the school crossing.
- Performing the duties of the position as directed.
- Reporting on the position as required on matters of concern.
- Ensuring the safety of all school crossing users.

- Behaving at all times in equitable and ethical manner.

## **Judgment and Decision Making**

- The nature of the work in this position is clearly defined with established procedures that are to be well understood or clearly carried out.

## **Specialist Skills and Knowledge**

- Knowledge of the Road Safety Regulations in relation to school crossings.
- Competently carry out duties and responsibilities of a school crossing supervisor, in accordance with Vicroads training requirements.
- Strong interpersonal and verbal communication skills to be able to communicate with school crossing users.
- Must have the ability to judge traffic flow to facilitate the safe passage of pedestrians.
- Ability to adapt to changing priorities and make sound judgements.
- Ability to work to fixed times

## **Interpersonal Skills**

- Ability to communicate information in a friendly and articulate way to members of the public and school crossing users.
- Ability to work in a cooperative manner with school crossing users but be persuasive and assertive when necessary to facilitate safety.
- Display Sound judgment in problem solving.

## **Qualifications and Experience**

- Working with Children Check.
- VicRoads instructions for Children's crossing supervisors training.
- Successful completion of National Police Check

## **Key Selection Criteria**

- Demonstrate well-developed interpersonal skills with the ability to relate to people at all levels.
- Ability to manage school crossing users and demonstrate assertiveness when required.
- Ability to make judgements in intercepting traffic and ensuring safe environment for school crossing users.
- Understanding of road rules and regulations.
- Demonstrate the ability to work within procedures, policies and regulations.

## Organisational Relationships

**Reports to:** Facilities and Quality Manager  
**Supervises:** NIL  
**Internal Liaisons:** Other staff members as required.  
**External Liaisons:** School crossing users and general public.

### Employee Approved

PD Review Date	Name	Signature

### Approved By

PD Review Date	Position	Name
April 2026	Facilities and Quality Manager	Louise Gabbé
April 2026	HR Manager	Julie Braisby