

## Position Description

Title:	School Crossing Supervisor (several positions)
Position No:	D42007
Classification:	Band 1A
Salary:	\$33.82 per hour
Status:	Casual
Hours:	Intermittent as required
Directorate:	Corporate Services
Department:	Economic Development and Civic Compliance
Enquiries:	Thomas Rolfe (Ph: 8470 8529)
Closing Date:	2017



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### About Darebin

Darebin is home to one of the largest, most diverse communities anywhere in the State in terms of cultures, language (more than 118 languages are spoken), religions, socio-economic background, employment status, occupation, and housing needs. We actively represent our community's diversity and aim to create an inclusive work environment that values the contribution of all employees and treats all employees with dignity and respect.

We are leaders in Environmental Sustainability and Social Justice, often collaborating with neighbouring municipalities to promote awareness and encourage community participation. We also provide flexible working arrangements and excellent working conditions that are supported across the organisation.

Darebin City Council is one of the largest employers in the municipality with an operating expenditure budget of \$150 million and capital expenditure budget of \$34.7 million. Darebin has a population of 148,700 and we are also home to two significant tertiary organisations well serviced by public transport.

For all other information regarding the City of Darebin, including our Profile, our Diverse Community, our Values, the Council Plan 2013-2017, Equal Opportunity Employment, Disability Access and Inclusion, the Victorian Charter of Human Rights, 'The Way Forward' Enterprise Agreement 2013-2017, and Risk Management, visit our website: [www.darebin.vic.gov.au](http://www.darebin.vic.gov.au)

***Darebin City Council values Collaboration, Accountability, Respect and Integrity***

## **Occupational Health & Safety**

To achieve our desired outcome, you will:

- Comply with the Occupational Health and Safety Act, related Regulations and defined OH&S policies, procedures, safety rules and Safe Working Procedures and implement and monitor the organisation's OH&S policies, procedures, safety rules and programs in the relevant work area to achieve and maintain OH&S standards.
- Monitor health and safety performance and rehabilitation performance within your area of responsibility and initiate actions to improve health and safety, including facilitating rehabilitation of injured workers.
- Review any health and safety related reports and take appropriate action to resolve safety issues.
- Ensure consultation with employee health and safety representatives, particularly on any workplace changes that have health and safety implications.
- Actively monitor the workplace to determine presence of hazards and take appropriate action to rectify any hazards found.
- Ensure all employees understand their legal obligation under the OH&S Act and that they receive regular training to perform jobs safely.

## **Sustainability**

Council plays a crucial role in contributing to and promoting environmental sustainability both within Council operations and across the municipality by minimising its impacts, leading by example and delivering services and environmental programs. Council has committed to a number of environmental targets, including a carbon neutral target for Council operations by 2020, improved water quality and sustainable water use and waste minimisation and resource recovery. To achieve our desired outcome, you will:

- Maintain an awareness of resource use in your role and minimise this and seek environmentally preferable options wherever possible
- Carry out your role in line with Council's Environment Policy and the Environmental Purchasing Code
- Review work practices to identify where changes to practices or technology can improve environmental performance including the provision of services to the community and opportunities to increase environmental awareness

## **Excellence in Governance**

Employees of Darebin City Council (Darebin) are expected to read and understand the Excellence in Governance Policy and to conduct themselves ethically, professionally and in accordance with Darebin's statutory obligations. Employees are also expected to treat others fairly and courteously while being respectful of alternative views and opinions. Darebin is an equal opportunity employer and does not tolerate discrimination, bullying or harassment in any form.

Employees are prohibited from disclosing any confidential information they may acquire during their employment, or using such information for any purpose other than for the purposes of Darebin. Further, employees shall not use such information improperly to cause harm or detriment to other staff, people, body or the Council.

Employees shall not engage in any outside employment or activities that impact on their primary employment at Darebin. Employees shall also ensure that any outside employment or activities do not create a conflict of interest and/or duty with their role at Darebin. Where it is unclear whether a conflict of interest may exist, the employee should seek direction from their Direct Manager. Any actual or perceived conflict of interest must be disclosed prior to business dealings or immediately the conflict is apparent. This includes any possible direct or indirect pecuniary interest with a potential external tenderer in respect of goods, services or works tendered by Council.

Employees shall take responsibility for their actions when carrying out duties for Council and protect public resources and assets.

Employees must not make a statement made on behalf of the Council to the media or public unless authorised to do so by the Chief Executive.

Employees shall not discuss departmental business or staff matters with Councillors. If a Councillor requests such information from an employee, the request should be referred to the employee's Manager in the first instance.

As a condition of employment the successful candidate is expected to sign the Excellence in Governance at Darebin Declaration confirming that they have read and understood and agree to act in accordance with the Excellence in Governance at Darebin Policy.

## **OHS Competencies:**

### **Leadership**

Know and adhere to the Safety Rules.

### **Collaboration**

Ensure that you support contractors to work safely at the City of Darebin.

### **Accountability**

As part of our daily work, identify any potential hazards or risks affecting health or safety that may impact you, your co-workers, contractors or involved community members.

### **Respect**

Actively participate in OHS discussions during team meetings and/or tool box meetings.

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## **Position Objectives:**

To 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.

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## **Reporting Relationships:**

This Position Reports To:

Team Leader Business and Performance

Position Reporting To This Position:

N/A

Internal Relationships:

Traffic and other Council staff

External Relationships:

This position is required to liaise with the general public at school crossings (parents and children) and the school principal

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## **Key Responsibilities and Duties:**

- Supervise children and vehicles at the school crossing and traffic lights
- Ensure that the flags are displayed correctly whilst performing duties
- Maintain a high level of awareness, professional behaviour and conduct
- Ensure that the traffic flow is not unduly disrupted by pedestrians crossing the road
- Where required, report all incidents and breaches of the Road Safety (Traffic) Regulations to the Team Leader Business and Performance
- Make recommendations to the Team Leader Business and Performance of matters which may improve safety at school crossings
- Be correctly attired and equipped whilst performing the duties of school crossing supervisor
- Other duties as directed within the skills and capabilities of a position at this level

### **Accountability and Extent of Authority:**

The position is accountable to the Coordinator Civic Compliance for providing safe crossings for pedestrians.

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

### **Judgement and Decision Making:**

The position is clearly defined with established procedures, specific guidelines and standard instructions.

### **Specialist Skills and Knowledge:**

- A high level of awareness and an ability to judge traffic flow
  - An ability to work with children
  - An ability to understand the relevant traffic laws and Council Policies
  - Knowledge of and commitment to principles of Equal Employment Opportunity and Occupational Health and Safety
  - Bi-lingual skills an advantage
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### **Other Relevant Information:**

In accordance with the Australian Fair Work Act 2009, protection from unfair dismissal is subject to a minimum six month period of employment, which includes a three month probationary period.

The successful candidate will be required to provide proof of Australian Citizenship or residency status, (including at least a birth certificate or passport), **and** proof of identity, (Medicare card and/or current driver's licence).

This position requires a Functional Capacity Assessment prior to an offer of employment being made.

This position requires a satisfactory Police Check result, and a Working With Children Card prior to an offer of employment being made.

A Zero Blood Alcohol Level is required at all times.

The Council issued uniform and protective clothing must be worn in this position.

The successful applicant will be provided with all relevant tools and equipment to undertake the inherent requirements of the role. All tools and equipment must be returned to the direct Manager upon cessation of the role.

Darebin City Council is an equal opportunity employer. We value diversity and encourage applications from Aboriginal people, people with disabilities and culturally and linguistically diverse backgrounds. Reasonable adjustments can be negotiated.

Darebin City Council is a smoke free work place.

## **Inherent Requirements Of The Position:**

Functional Hearing to be within normal limits (40dB bilateral pass in .5k, 1k, 1.5k and 2k)

### *Repetitive or Sustained Forces*

- Twisting the neck more than 20 degrees
- Reaching behind the body
- Very fast movements

### *Long Duration*

- Standing at the crossing for a full shift (one hour)

### *High Force*

- Holding and supporting at stop bat
- Carrying equipment to and from the crossing

## **Environmental Factors Increasing the Risk**

### *Heat and Cold*

- Potential hot and cold temperatures during the course of the year
- Work in inclement conditions including rain

An annual employment functional capacity assessment will be required at Council's appointed medical practitioners to ensure that employees are able to satisfactorily meet the physical requirements of the position.

**Qualifications, Certificates, Licences, and/or Experience:**

- Previous school crossing experience an advantage
  - Previous work relationship with children preferred
  - To be fit, alert and possess the physical ability to react in an emergency
  - A current Victorian Driver's Licence (desirable)
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**Key Selection Criteria:**

**(All numbered Key Selection Criteria and Interpersonal Skills must be addressed in response to an advertised vacancy. Please note: Applications that do not address the Key Selection Criteria will not be considered.)**

1. Ability to work autonomously and without supervision
2. Good English communication skills, both verbal and written
3. Travel flexibility to work anywhere within the City of Darebin at short notice
4. Professional behaviour and conduct
5. Be of sound physical condition to complete the requirements of the role

**Interpersonal Skills/ Personal Attributes:**

6. A friendly, helpful and courteous communication style
  7. Ability to work in a co-operative manner with children, but be persuasive when necessary
  8. Able to educate children and parents about safety at school crossings if required
  9. Able to liaise with the school principal
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Applications will be kept strictly confidential. Hard copy applications may be forwarded to:

**School Crossings Unit  
Darebin City Council  
P O Box 91  
PRESTON VIC 3072**