



Mansfield Shire

Position Description

School Crossing
Supervisor

High Country, Lakes and Rivers



School Crossing Supervisor

Mansfield Shire Council aims to work with our community to continue to build a Shire that is recognised for its balanced social, economic and environmental development that acknowledges the diverse needs and values of our communities.

Position Number	Classification	Date
5.02	Band 1	February 2025
Unit	Enquiries	Status (FTE)
Community Safety	Local Laws Officer	0.25

Position Objectives

The School Crossing Supervisor is responsible for providing supervision which enhances and increases the safety of school children and members of the public using school crossings, in accordance with the VicRoads publication "Instructions for School Crossing Supervisors".

Technical Accountabilities

- ▶ Supervise and assist pedestrians using school crossings, in accordance with established procedures.
- ▶ Report faults, malfunctions, and obstructions concerning the school crossings to the Senior Coordinator Community Safety .
- ▶ Notify the Senior Coordinator Community Safety if an offence occurs, such as a vehicle failing to stop after a supervisor has displayed the stop sign.
- ▶ Wear official uniform (supplied) and maintain a clean and presentable appearance.



Organisational Relationship

Reports to

Local Laws Officer

Supervises / Manages

Nil

Internal Liaisons

Customer Services, Community Safety and Field Services staff

External Liaisons

- ▶ School children
- ▶ General public, residents and ratepayers, State Government Departments and Agencies

Specialist Knowledge and Skills

Knowledge of:

- ▶ Regulations and road rules associated with school crossings.
- ▶ The VicRoads publication "Instructions for School Crossing Supervisors".

Skills and Competencies

- ▶ Concern for the safety of children and other pedestrians.
- ▶ Able to maintain a high level of alertness and observance.
- ▶ Ability to gain the confidence of children and to educate them to respond to commands in respect of the safe use of school crossings.

Our Values

Communication

Co-operation

Trust and
Honesty

Respect

Qualifications and Experience

Experience

- ▶ Some experience in similar positions is desirable.

Qualifications

- ▶ School crossing supervisors training program and on the job training.
- ▶ Working with Children Check.

Key Selection Criteria

- ▶ A friendly, helpful, and courteous communication style.
- ▶ Ability to work independently.
- ▶ Demonstrated commitment to quality customer service.
- ▶ Satisfactory completion of a school crossing supervisors training program.
- ▶ Ability to relate to the community, children in particular, and to assert the authority required in the position.
- ▶ Physical ability to operate a school crossing by standing, walking, and lifting a stop bat for periods of up to 60 minutes.

Position Descriptors – Band 1

Organisational Accountabilities

- ▶ Ensure that Mansfield Shire Council's Code of Conduct and all policies and procedures are adhered to including Occupational Health and Safety (OH&S) and Human Resource management procedures and practices
- ▶ Support organisational development and continuous improvement initiatives.
- ▶ Understand the principles of risk management and their application to all Council activity.
- ▶ Provide quality customer service and accurate information on Council products and services, and communicate with customers in a friendly and courteous manner
- ▶ Effectively manage customer enquiries and complaints and deliver punctual and reliable service.
- ▶ Provide assistance with Municipal Emergency Services as required.
- ▶ Ensure that full and accurate records of activities and decisions are created and captured and observe records management procedures in accordance with Council policy.
- ▶ Be committed to the implementation of the Council Plan and annual Business Plan of Council.
- ▶ Work cooperatively and ensure positive communication and relationships with all other employees across all departments.
- ▶ Contribute to the improvement of the department by innovation and personal initiatives and contribute to team meetings.
- ▶ A commitment to the principles that support the safety and wellbeing of all children.

Organisational Context

The Mansfield Shire Council organisational structure has been developed with the following departments reporting directly to the CEO:

- ▶ Community and Corporate Services Directorate
- ▶ Infrastructure and Planning Directorate
- ▶ People and Culture Department

Extent of Authority

- ▶ This role can work in either a team environment or individually under supervision.
- ▶ The nature of the work will be clearly defined with established procedures.
- ▶ Some originality in approach will be required with solutions based on previous procedures and practices.
- ▶ This role is responsible for assuring the quality of the work performed.

Judgement and Decision Making

- ▶ The nature of work for this role is clearly defined and related procedures are well understood and clearly documented.
- ▶ The particular tasks to be performed will involve selection from a range of techniques, systems, equipment, methods or processes and guidance and advice always available.

Management Skills

- ▶ Basic skills in managing time, setting priorities, and planning and organising one's own work so as to achieve objectives in the most efficient way.
- ▶ The position may assist other employees by providing guidance, advice or training on routine technical or administrative matters.

Interpersonal Skills

- ▶ The role requires skills in oral and written communication.
- ▶ Ability to discuss and resolve minor problems.

How to apply

- 1 Cover letter**

Prepare a cover letter providing a snapshot of why you are interested in the position and the reasons we should hire you. Include any required information that has been outlined in the job advertisement. Your cover letter should be no longer than one page in length.
- 2 Key selection criteria**

Respond to the list of key selection criteria clearly demonstrating how your qualifications and/or experience would help you to meet the requirements of the role. **Please ensure that you address all key selection criteria contained within the position description.** This document should be kept to a maximum of two pages if possible.
- 3 Resumé**

Provide your up to date resumé containing a summary of your skills, employment history, experience, knowledge and abilities. A good resumé will be tailored to the position you are applying for with emphasis on the skills and experience that directly relate to the role.
- 4 Submit your application by the closing date**

Once you have collated the necessary documents, visit the Mansfield Shire Council's 'Information for Applicants' web page at mshire.co/applicant-information, for information on how to submit your application. All information must be received by Council prior to the advertised closing date.

For more information please contact:

James Brown, Local Laws Officer on (03) 5775 8596

More detailed information on how to apply is available at
mshire.co/applicant-information

including tips for addressing key selection criteria, writing a cover letter and resumé.

OFFICE USE ONLY

Authorised by CEO:



Employee's
Signature

Date:

22/12/2021

Employee's
Name

Date: / /



Mansfield Shire