

# Position Description

Roads and Maritime Services (RMS) is one of three operating entities in the Transport Cluster responsible for delivering customer focused services in a cost effective manner. RMS concentrates on delivering the key tasks of building and maintaining road infrastructure and delivering the day to day operations, compliance and safety services for our roads and waterways. RMS follows a line of business model to enable our organisation to deliver against our mandate and focus on the specific outcomes and outputs for delivering to our customers.

For more information go to [Roads and Maritime Services](#)

## POSITION DETAILS

<b>Position Title</b>	School Crossing Supervisor	<b>Position number</b>	Various
<b>Branch</b>	<b>Program Management</b>	<b>Grade</b>	
<b>Division</b>	<b>Safety and Compliance</b>	<b>Location</b>	Various
<b>Reports to</b>	Coordinator, School Crossing Supervisor Program	<b>Delegation</b>	7
<b>Direct reports</b>	N/A	<b>ANZSCO Code</b>	8999131119192

## POSITION CONTEXT

### Primary purpose of this position

The role is responsible for providing controlled school crossing services, at designated school crossing sites, to contribute to improved safety of people on NSW roads.

### Position dimensions

The School Crossing Supervisor reports directly to the Coordinator of the School Crossing Supervisor Program.

<b>Operational budget</b>	Nil
---------------------------	-----

## KEY ROLES AND ACCOUNTABILITIES

- Provide effective school crossing supervisory services by being punctual, vigilant and confident on site during the specified times of coverage.
- Provide clear instructions to school students to assist them to cross the road safely at designated school crossing sites in accordance with approved procedures.
- Apply safe working practices to maximise the personal safety of all crossing users at designated crossing sites to identify and report safety issues as they arise.
- Provide a polite and courteous service to customers to advocate road safety and promote a positive image of RMS.

## KEY CHALLENGES AND INFLUENCES

- School Crossing Supervisors are required to work in all weather conditions including rain, extreme heat and extreme cold
- School Crossing Supervisors are required to use a stop bat to halt traffic. The stop bat is approximately two kilograms in weight.
- School Crossing Supervisors are required to stand for up to one and a half hours during each morning and afternoon shift, walk up to eight metres approximately 30 times a day; and work on all gazetted school days (gazetted school days include staff development [pupil free days] and strike days). These dates are published on the Roads and Maritime Services (RMS)



website [www.rmsservices.nsw.gov.au](http://www.rmsservices.nsw.gov.au).

- Whilst the School Crossing Supervisor is working at designated Children's Crossings and Combined Crossing sites, they are required to place CHILDREN CROSSING flags at each end of the crossing at the commencement of the shift and remove the flags at the completion of the shift.

## KEY INTERNAL AND EXTERNAL RELATIONSHIPS

- Coordinator School Crossing Program
- The public, including children, parents, pedestrians, schools and other road users

## SELECTION CRITERIA

- Demonstrated ability to be reliable and punctual.
- Demonstrated ability to communicate tactfully and effectively with both children and adults.
- Knowledge and understanding of the road safety issues for young pedestrians. .
- Ability to operate in a calm and confident manner in stressful situations.
- Knowledge and understanding of Work Health and Safety.
- Ability to deliver a positive customer service experience.

## ADDITIONAL INFORMATION

- A probationary period of three months may apply to this position.
- Appointment is subject to the successful applicant satisfactorily passing:
  - A Working with Children check
  - A criminal history record check
  - An eyesight test
  - Onsite and offsite training
  - Pre-Engagement Medical Assessment (external applicants only).
- Applicants must be at least 18 years of age at the time of appointment.
- School Crossing Supervisors will be provided with the following safety clothing and equipment: RMS hat, RMS safety vest, raincoat with rain cap, rain pants, sunscreen 30+, notebook and pen, bum bag.
- School Crossing Supervisors work on all gazetted school days (gazetted school days include staff development [pupil free days] and strike days). These dates are published on the Roads and Maritime Services (RMS) website [www.rmsservices.nsw.gov.au](http://www.rmsservices.nsw.gov.au).
- School Crossing Supervisors will be trained in RMS procedures and safe working practices prior to commencement of duty at a designated crossing site and must work in accordance