

Position Description

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| Position Title | Pool Attendant | | |
| Department | Parks & Urban Services | Position Number | PUS13 |
| Grade | Grade 1 | Location | Coonamble & Gulargambone Pool |
| Status | Casual | Hours | As required. |
| Reports To | Pool Superintendent | Industrial Instrument | Local Government (State) Award 2020 |
| Date Revised | 31/08/2022 | Version Number | 1 |
| Direct Responsibilities | Operation, maintenance, and lifeguard duties at Council's public swimming pools. | | |

Council's Vision

Coonamble Shire is a connected, respectful, and diverse community, working together in a healthy natural environment that supports our vibrant local economy.

Council's Mission

Through its undertakings, maintain and improve the services to ratepayers by the efficient and effective management of assets and the environment in response to community needs.

Position Summary

The position exists to support the operational, maintenance and lifeguard duties at Council's public swimming pools, mainly in Coonamble.

This position performs operational activities using small plant and other resources to achieve a high standard of safety, presentation and functionality.

Position Benefits

- Superannuation paid by Council in accordance with legislative requirements.
- Employee Assistance Program (EAP).
- Council provided hi-vis and safety work wear and Personal Protective Equipment (PPE).
- Reasonable access to education and training, consistent with the individual's Employee Training Plan and Council's Annual Training Plan, Professional Development Policy and Budget.

Position Description

Key Responsibilities

Pool Operations

- Carry out the day-to-day operation of Council's recreational and public pool facility during the pool season.
- Carry out lifeguard duties and able to perform CPR and rescue operations as required.
- Manage gate takings.
- Management of pool clientele and enforcement of facility policies and procedures as required.
- Safe chemical dosing of the pool water to current standards and regulations, carry out pool cleaning and maintenance of pool surrounds.
- Operation and minor maintenance of circulation pumps & pool filtration systems in a reliable, tidy and safe manner.
- Security of premises if required.
- Maintenance of safety equipment (e.g. Oxy-viva, breathing apparatus, etc.).

Records and Finance

- Completion of accurate timesheets with job numbers, daily plant checklists, daily running sheets and other work related documentation.
- Seeks approval from Supervisor for expenses / claims, as required by Council's policies and guidelines.

IP&R and Strategic Planning

- Contribution towards the goals outlined in Council's Delivery and Operational Plan and any other appropriate planning / reporting frameworks that are applicable to the scope of the position.

WHS and Environment

- Completing and adhering to workplace procedures for risk identification, risk assessment and risk control.
- Participation in activities associated with the management of Workplace Health and Safety.
- Identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and hazards in the workplace.
- Participate in environmental incident investigation and nominated corrective measures including the observation and reporting of any new environmental aspects and impacts.

General

- Provide excellent customer service to both internal and external customers.
- Promote the image of Council in a positive manner and actively promote good public relations.
- Behaviour complies with the Council's Code of Conduct, EEO and Anti-discrimination principles.
- Any other duties consistent with the responsibilities of the position as directed.

Position Description

Key Internal Relationships

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| Parks & Urban Services Section | Work collaboratively with the team to ensure service continuity and contribution towards efficient operations to support Councils plans, strategies and priorities. |
| Council Departments | Collaborate with all Council Departments to ensure service continuity and a high standard of customer service. |
| Direct Reports | Nil |

Key External Relationships

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| External Stakeholders and Committees | Represent Council and provide a high standard of excellence and professionalism to all stakeholders. |
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Delegations

- Nil

Mandatory Requirements

- Current Working With Children Check
- Prohibited Persons are not eligible for this position.

Position Description

Essential Requirements

Technical Requirements

- Demonstrated literacy and numeracy levels associated with completion of Year 10 schooling or higher.
- Demonstrated experience in a similar role.
- Knowledge of pool and lifeguard operations, with the ability to learn and develop knowledge on the job.
- "Provide First Aid" Certificate.
- Pool Lifeguard (RLSSA) Certificate/Licence.
- Ability to perform manual tasks with dexterity, including general construction, machine operation and fit to undertake the duties outlined in this position description, safely.
- Demonstrated understanding of and commitment to the principles and legislative requirements of Work Health and Safety (WH&S).
- Australian resident or equivalent or holding a Visa allowing employment in Australia.
- Hold a current Working With Children Check / Card

Desirable Requirements

- Class P, P2 or C Drivers Licence (unrestricted).
- Chemical handling and application certificate
- Completion of relevant training courses and certificates.
- Local Government experience.

Selection Criteria

- Demonstrated literacy and numeracy levels associated with completion of Year 10 schooling or higher.
- Demonstrated experience in a similar role.
- Knowledge of pool and lifeguard operations, with the ability to learn and develop knowledge on the job.
- Pool Lifeguard (RLSSA) Certificate/Licence and "Provide First Aid" Certificate.
- Responsibility for own work for quality and completeness of tasks, under guidance, on time and to the required standard.
- Shows willingness to learn, apply new skills and adapts to changing work tasks.
- Commitment to safety and consistently act in line with legislation and policy.
- Keep team and supervisor informed of what he/she is working on and share knowledge and information with team members and other staff.

PROHIBITED PERSONS ARE NOT ELIGIBLE TO APPLY

I acknowledge and understand the requirements of the role as contained within this position description.

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| Signed: | |
| Name: | |
| Date: | |