

Position Description

Job Title	Pool Attendant / Works Assistant
Division	Infrastructure
Position Number	CUS12
Status	Permanent Full Time (6 months approx. during pool season and then deployed in Roads department as a Works Assistant). Please refer to the Works Assistant position description for further details.
Reports To	Pool Superintendent / Senior Technical Officer (Overseer)
Grade	Grade 1
Date revised	17. 02. 2020

Position Summary

Coonamble Shire Council's goal is to maintain and improve the services it provides to ratepayers through the effective and efficient management of assets, resources and the environment in response to Community needs. The Council is focused on the provision of customer service and professional excellence.

This position exists to support the operational, maintenance and enhancement of Council's recreational facilities, mainly Council's public swimming pools.

Objective

To operate, maintain and manage Coonamble Shire Council's pools during the rostered period and to perform operational activities using material, plant and other resources to ensure efficient completion of all works and maintenance as required to achieve a high standard of safety, presentation and functionality.

Key Responsibilities	Performance Indicators
Carry out the day-to-day operation of Council's recreational and public pool facility during the pool season.	Work is performed to a satisfactory standard. A good knowledge and skills obtained to carry out tasks with minimal supervision.
Ensure that all critical processes are and procedures are documented, including maintenance of records in relation to the operational of the facility (EPA and other relevant legislation and regulations), as directed.	All standardised documentation and records are completed and maintained as directed.
Manage gate takings.	Gate takings are collected correctly, kept secure and managed within cash handling procedures.
Management of pool clientele and enforcement of facility policies and procedures as required.	Public are able to use the facility in a safe and enjoyable manner. Public complies with all pool policies and conflict resolution is of a high standard.
Safe chemical dosing of the pool water to current standards and regulations, carry out pool cleaning and maintenance of pool surrounds.	Chemical dosing is to required standards and records kept. Pool is clean and hygienic. Pool surrounds are maintained to a high standard.
Carry out lifeguard duties and able to perform CPR and rescue operations as required.	Lifeguard duties are performed to a high standard at all times. Qualified and capable of performing CPR and rescue operations when needed.
Operation and minor maintenance of circulation pumps & pool filtration systems in a reliable, tidy and safe manner.	Plant and equipment is well maintained, minor servicing completed and all faults, damage or servicing requirements are reported immediately.
Security of premises and feeding guard dogs if required.	Security of premises is maintained. High level of animal welfare is maintained.
Maintenance of safety equipment (e.g. Oxy-viva, breathing apparatus, etc.).	Equipment is operated safety, efficiency and with a satisfactory degree of skill. Relevant equipment is certified for use as required. Licence, ticket or relevant verification of competency is held and maintained.
Contribution towards the goals outlined in Council's Delivery Plan and Integrated Planning and Reporting Process.	Goals in Council's Delivery plan and IP&R process are met within position scope and as outlined in work plans.
Provide excellent customer service to both internal and external customers	Communication and service delivery to internal and external customers is of the highest standard.
Completion of accurate timesheets with job numbers, daily plant checklists, daily running sheets and other work related documentation.	Timesheets, daily plant checklists, daily running sheets, and incident reports and other associated paperwork is completed accurately and on time.

Key Responsibilities	Performance Indicators
Ensure safe work practices including the development and implementation of safe work method statements, risk assessments, injury and incident reporting and other WHS requirements for own area of work.	Documented SWMS, risk assessments and other risk management documents developed and implemented. All accidents, incidents and near misses reported within correct timeframe.
All procedures, process and behaviour complies with the Council's Code of Conduct, EEO and Anti-discrimination principles.	Conduct yourself in a professional manner with both internal and external customers that also adheres to Council's Code of Conduct.
Any other duties as directed by Pool Superintendent.	Duties completed as instructed

Core Capabilities & Selection Criteria
<p>Demonstrated ability to perform the key responsibilities for this for this position and meet the essential technical requirements. (Only brief summary required)</p> <p>Ability to think in a structured and methodical manner and have a pragmatic approach to matters.</p> <p>Ability to achieve results with a businesslike approach, with drive and integrity.</p> <p>Ability to establish and maintain productive working and interpersonal relationships, including team, negotiation and conflict handling skills.</p> <p>Demonstrated drive and integrity, with a focus on customer service satisfaction, a “can do” attitude, and a “we care” approach to matters.</p> <p>Ability to communicate effectively, with a high proficiency in spoken and written English.</p> <p>A sound knowledge of the need to work safely, including WH&S and good environmental awareness.</p> <p>Cultural awareness and sensitivity towards equity and diversity.</p>

Technical Requirements	Personal Attributes
<p>Essential Requirements</p> <p>HSC or equivalent</p> <p>Numeracy and Literacy standards usually associated with Year 10 or better.</p> <p>Demonstrated experience in a similar role</p> <p>Senior First Aid Certificate.</p> <p>Pool Lifeguard (RLSSA) Certificate/Licence.</p> <p>Current Bronze Medallion</p> <p>Resuscitation and Oxy Resuscitation Accreditation.</p> <p>Demonstrated ability to handle conflict and facilitate conflict resolution.</p> <p>Hold a current Working With Children Check / Card</p> <p>Desirable Requirements</p> <p>Class C driver's licence</p> <p>Certificate II in Community Activities or other relevant qualification.</p> <p>WH&S Construction Induction (White) Card</p> <p>Able to operate various types of small plant safely and confidently and ability to maintain plant/vehicle records.</p> <p>Chemical handling and application certificate</p> <p>Completion of relevant training courses and Certificates.</p>	<p>Essential Requirements</p> <p>Australian resident or equivalent or holding a visa allowing employment in Australia</p> <p>Sufficiently fit to carry out any safety drill or rescue duty that may arise</p> <p>Ability to perform manual tasks with dexterity, including general construction, machine operation and fit to undertake the duties outlined in this position description, safely.</p> <p>Ability to adapt to change</p> <p>Good oral and written communication skills including the ability to listen, interpret and convey information in a clear and accurate manner, under pressure, in a timely manner.</p> <p>Excellent interpersonal, negotiation and team skills</p> <p>PROHIBITED PERSONS ARE NOT ELIGIBLE TO APPLY</p> <p>Desirable Requirements</p>

Organisational Relationships and Delegations

Urban Services Team

All other Council Departments

General public, facility users and sporting and community groups and associations

Swimming Regulatory bodies

Delegations: NIL

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

Signed:

Name:

Date: