



Croydon Shire Council

Position Description

Position Title	Swimming Pool Attendant
Department	Operations and Administration
Award	Queensland Local Government Industry Award – State 2017 – Stream B - Section 5 – Operational Services Level 3, plus relative allowances.
Position Type	Casual – during the swim season. This position includes weekend rosters.
Reports To	Community Services Manager

Position Objective

Maintain and supervise the Croydon Swimming Pool to a high standard and promote its use in a safe and appropriate manner to all members of the community.

Duties and Responsibilities

1. Efficiently manage the day to day operations of the Croydon Shire Swimming Pool including lifeguard duties, supervision of pool users, cleaning of the pool and amenities, storage areas, pool surrounds, grounds and gardens.
2. Carry out audits and inventories on equipment, safety check of facility and equipment.
3. Ensure all pool users obey facility rules.
4. Accurately record and inform Council of pool usage.
5. Liaise with management to ensure operating times, rosters and supervision requirements are appropriate.
6. Encourage community participation.
7. Provide weekly reports to Community Services Manager with regard to use, activities, events, etc.
8. Attend meetings as required.
9. Promptly report and record all incidents.
10. Ensure appropriate safe access to and from the facility for all employees & visitors.
11. Manage first aid and emergency response within the facility.
12. Ensure the facility is securely locked when not in use and all signage is relevant, appropriately located and in good condition.
13. Provide assistance within other areas of Council as directed.
14. Participate in training programs as required.
15. Comply with Croydon Shire Council's Work Health and Safety Obligations and Responsibilities Statement, policies, procedures, standards and work instructions in carrying out your duties.
16. Comply with Council's Code of Conduct;
17. Actively seek opportunities to implement change that will contribute to improve efficiency and operations of Council.

Qualifications / Skills / Experience

1. Current First Aid and CPR – Mandatory.
2. Current Working with Children Blue Card – Mandatory.
3. Current Pool Lifeguard Certificate – Mandatory.
4. Pool Plant Operations & Maintenance qualifications are highly desirable.
5. Swim teaching qualifications are highly desirable.
6. High level customer service skills with ability to liaise with a diverse range of customers.
7. Sound level interpersonal, verbal and written communication skills, including report writing, preparation of correspondence, records and registers relevant to the role.
8. Self-motivated and have excellent time management, planning and organisational skills.
9. Ability to work under limited direction and supervision.
10. High level of professionalism is essential.

Key Performance Indicators (KPI's)

1. Demonstrated ability to interact with customers.
2. Provide accurate reporting of usage, water testing, maintenance tasks, water quality and WHS issues.
3. Allocated tasks and responsibilities are completed consistently within agreed timeframes.
4. Compliance with Croydon Shire Council's Work Health and Safety Management System, including policies, procedures, standards and work instruction.
5. Compliance with Croydon Shire Council's Code of Conduct.
6. Contribution to the efficient and productive operation of the Local Government Organisation.

Certification

Employee Name:

Employee Signature _____

Date ____/____/____

Chief Executive Officer:

Chief Executive Officer Signature _____

Date ____/____/____