



Croydon Shire Council

Position Description

Position Title	Swimming Pool Attendant
Department	Community Services
Award	Queensland Local Government Industry Award – State 2017
Award Classification	Stream B. Level 3
Position Type	Casual
Reports To	Director Community Tourism & Marketing

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

The following duties and responsibilities may be modified from time to time to ensure expected outcomes are achieved with Council's business demand.

- Efficiently manage the day to day operations of the Croydon Shire Swimming Pool.
- Undertake daily operations including supervision of pool users, cleaning and maintenance of the pool and amenities, storage areas, pool surrounds, grounds and gardens.
- Undertake administration duties related to the daily operation of the facility.
- Accurately record and inform Council of pool usage.
- Liaise with management to ensure operating times, rosters and supervision requirements are appropriate. Provide 'hands-on' coaching and instruction services to individuals and groups where appropriate qualifications are held.
- Encourage community participation.
- Provide weekly reports to Director Community Tourism & Marketing with regard to use, activities, events, etc.
- Attend meetings as required.
- Uphold the public image of the Council.
- Promptly report and record all workplace incidents.
- Ensure appropriate safe access to and from the facility for all employees & visitors.
- Manage first aid and emergency response within the facility.
- Ensure the facility is securely locked when not in use and all signage is relevant, appropriately located and in good condition.

- Comply with all Workplace Health and Safety policies, procedures, standards and work instructions at all times.
- Comply with Croydon Shire Council's adopted Code of Conduct at all times.
- To contribute to the efficient and productive operation of the Local Government Organisation and to maintain and foster a team spirit among those in the working environment.
- The ability to actively seek opportunities to implement change that will contribute to improve efficiency and operations of Council.
- Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
- Participate in training programs as required.
- Other duties as directed by the Director Community Tourism & Marketing.

Stakeholder engagement

- Establish a reputation for reliance and trust across the spectrum of stakeholders, including management, peers, fellow workers and the general public.

Code of Conduct

- Adhere to behaviours, responsibilities, and actions identified within Council's Code of Conduct. Staff not adhering to the Code of Conduct may be subject to disciplinary action.

Work Health and Safety

- Comply with all work health and safety legislation, Councils Work Health and Safety Management System, and Council policies/procedures/work instructions and codes of practice. Perform all work and associated functions in a safe manner and identify and report any concerns, near misses, incidents/accidents to your Supervisor and WHS Advisor. Use appropriate protective clothing and equipment.
- Ensure risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.
- Mandatory attendance at Toolbox talks and training.

General

- Ensure punctuality and preparedness at the beginning of shifts. All employees should notify their immediate supervisor within 30 minutes of their start time in the event of an unplanned absence. Tasks allocated to this position shall be performed to a high standard, in accordance with procedural guidelines and timeframes, and with efficient and effective utilisation of resources.
- Tasks allocated to this position shall be performed to a high standard, in accordance with procedural guidelines and timeframes, and with efficient and effective utilisation of resources.
- Establish and maintain effective professional relationships with Managers, Supervisors, Employees and Contractors.
- Maintain a positive team culture based on honesty, trust and integrity.
- Duties shall be carried out in accordance with accepted industry standards, compliance with various legislative requirements, standards and Council policies, procedures and local laws.
- The employee shall show a spirit of cooperation with their supervisors, other employees and the achievement of Council's aims and objectives.

- It is a requirement that all Council employees maintain a minimum current manual “C” class driver’s licence at all times where driving forms part of regular work activities. Some roles may require additional licenses as specified below.
- Foster and maintain strong public relations with Council’s ratepayers, customers and other bodies directly or indirectly associated with Council.
- Provide consistent and excellent customer service to all stakeholders.

Governance

- Ensure best-practice and compliant Records Management system is adhered to for the secure protection of Corporate Records.
- Contribute to policy, procedure, guideline development across Council ensuring each is up to date.

Qualifications / Skills / Experience

Essential

1. Current First Aid and CPR
2. Current Working with Children Blue Card
3. Pool Lifeguard Certificate
4. Sound level of interpersonal and communication skills with sound negotiation skills, including the ability to effectively deal with a broad range of customers.
5. Sound literacy & numeracy skills.
6. Be self-motivated and have good time management and organisational skills.
7. Ability to maintain accurate records and registers relevant to the role.
8. Ability to promote and provide a professional image and service.
9. Ability to operate under limited supervision.
10. Ability to identify hazards and occupational risks.

Desirable

1. Pool Plant Operations & Maintenance qualifications are highly desirable

Selection Criteria

1. Ability to supervise and maintain a safe, clean aquatic facility.
2. Current First Aid, CPR, Blue Card and Pool Lifeguard qualifications.
3. Sound communication, customer service and community engagement skills.
4. Ability to complete records and reports accurately.
5. Good organisational skills and ability to work with limited supervision.
6. Commitment to WHS, risk management and Council compliance requirements.

Key Performance Indicators (KPI’s)

1. Ongoing compliance with all statutory obligations.
2. Compliance with all policies and procedures applying to the duties of the position.
3. Relationship with the Director Community Tourism & Marketing,
4. High level of customer service evidenced. High level of confidentiality maintained.
5. Punctuality and courtesy at all times.
6. Allocated tasks and responsibilities are completed consistently within agreed timeframes.
7. Compliance with Croydon Shire Council’s Work Health and Safety Management System, including policies, procedures, standards, and work instruction.
8. Performance of work and associated functions in a safe manner.
9. Compliance with Croydon Shire Council’s Code of Conduct.

10. Contribution to the efficient and productive operation of the Local Government Organisation.
11. Active participation in Councils Cybersecurity training and awareness

Certification

I have read the position description, and I am aware of the position requirements.

Employee Name:

Employee Signature _____ Date ____/____/____

Chief Executive Officer: Ms Jacqui Cresswell

Chief Executive Officer Signature _____ Date ____/____/____