

POSITION DESCRIPTION

POSITION DETAILS			
Position Title:	Junior Pool Attendant		
Position Number:			
Directorate:	Works and Infrastructure	Unit:	Open Space and Community Facilities
Salary Grade:	As per the Award	Standard Position Hours:	38 Hours
Position Reports to:	Aquatic Facilities Coordinator		
Staff Management:	Nil		
Budget Responsibility:	Nil		
Date Created:	15 March 2017	Date Last Reviewed:	5 May 2017
Version:	1	Document Number:	DOC2017/019667

ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 280 employees and is responsible for a local government area of approximately 1,950 square kilometres within the Hunter Valley of New South Wales, approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle.

Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. Cessnock City Council comprises of 3 Directorates;

- Works and Infrastructure
- Planning and Environment
- Corporate and Community Services

ORGANISATIONAL CONTEXT OF POSITION

The Works and Infrastructure Services directorate manages services associated with the following functions within Cessnock City Council;

- Works Delivery
- Design Delivery
- Strategic Asset Planning
- Recreation Services
- Waste and Environment Services

This position is in the Recreation Services team which covers the following functions;

- Community facilities, halls, centres and pools;
- Tree and vegetation management;
- Recreation areas and civic spaces, ovals, parks, playgrounds;
- Cemeteries.

WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is Level 6.

For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WHS RAA Handbook.

The person accepting this position is required to read and comply with the RAA's applicable to this position.

PRIMARY OBJECTIVE

The primary objective of this position is to provide of effective lifeguard and aquatic services and quality customer service in accordance with Council policy and procedures, industry standards and statutory requirements.

KEY ACCOUNTABILITIES

1. Provide lifeguard duties including supervision, first aid and/or resuscitation as required, ensuring the health and safety of all pool users.
2. Ensure the pool surrounds and amenities areas are maintained clean and safe, and undertake cleaning duties of these areas.
3. Complete on the job training in the operation of all pool plant as well as monitoring and maintenance of pool water quality.
4. Complete on the job training in maintaining operational records.
5. Complete on the job training in the sale of pool entry passes and memberships.
6. Ensure compliance with statutory requirements/safety standards within the aquatic environment at all times.
7. Complete duties in accordance with all relevant quality, environmental and WHS requirements.
8. Ensure a positive image of Council is promoted throughout the community through, and a high standard of service is provided through courteous, responsive and efficient service.
9. Maintain the health and safety of the general public and Council staff by ensuring safe work practices are adhered to in accordance with Council's WHS policy and procedures.
10. Any other accountabilities or duties as directed by the Coordinator which are within the employee's skills, competence and training.

POSITION SELECTION CRITERIA	
Essential	
1.	Record of school achievement (RoSA)
2.	Demonstrated effective communication and interpersonal skills with the proven ability communicate with a wide variety of internal and external people.
3.	Demonstrated commitment and ability to provide superior customer service.
4.	Demonstrated ability to show initiative and be proactive, and effective problem solving skills.
5.	Demonstrated ability to work effectively in a team environment.
6.	Exposure to aquatic environment.
Essential Certificates, Licences and Tickets	
1.	Holder of, or willingness to obtain, all of the following: Bronze medallion First Aid Certificate Advanced resuscitation certificate
2.	Working With Children Check Clearance Number
Highly Desirable	
1.	Previous experience in a customer service role.
2.	RLSSA Pool Lifeguard Certificate.

SIGNATURE			
Employee			
Full Name:			
Signature:		Date:	