POSITION DESCRIPTION

POSITION DETAILS			
Position Title:	Pool Attendant – Casual/Seasonal		
Position Number:		**Standard Position Hours:**	38 Hours
Directorate:	Works and Infrastructure	**Unit:**	Open Space and Community Facilities
Salary Grade:	2	**Award Band and Level:**	Choose an item. Choose an item.
Position Reports to:	Recreation & Community Facilities Coordinator/ Pool Superintendent		
Staff Management:	Nil		
Budget Responsibility:	Nil		
Date Created:	6 June 2014	**Date Last Reviewed:**	19 June 2017
Version:	1	**Document Number:**	DOC2014/024859

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 and Operations
- Infrastructure Management
- Open Space & Community Facilities
- Environment and Waste Services

The Open Space and Community Facilities unit is responsible for the management of community facilities, halls and centres. Public swimming pools, public toilets and amenities, trees and vegetation, recreation areas, civic spaces, sporting ovals, parks, playgrounds and 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

To provide a resource of skilled, experienced and qualified Seasonal/Casual Pool Attendants for Council's outdoor swimming pools.

KEY ACCOUNTABILITIES

1. Provide lifeguard duties including supervision, first aid and/or resuscitation as required.
2. Conduct facility maintenance as required to ensure the highest standards of cleanliness are maintained.
3. Ensure the health and safety of all pool users.
4. Maintain the pool quality to meet the required health and safety standards at all times.
5. Operation of all pool plant including filtration systems.
6. Clean the pool surrounds and amenities areas as directed.
7. Maintain appropriate operational records.
8. Provide a high standard of service to pool users by exercising excellent customer service skills.
9. Ensure compliance with statutory requirements/safety standards within the aquatic environment at all times.
10. Assist in other duties as directed by the Coordinator which are within the limits of the employees skill, competence and training.

POSITION SELECTION CRITERIA	
Essential	
1.	RLSSA Pool Lifeguard Certificate
2.	Bronze Medallion (SLSA or RLSSA)
3.	Senior First Aid Certificate
4.	Senior Resuscitation Certificate
5.	Working with Children Check clearance
6.	Demonstrated excellent customer service experience
Highly Desirable	
1.	Certificate III Aquatics
2.	WHS Certificate
3.	Confined Spaces Certificate
4.	Conflict Resolution Training
5.	Armed Hold-up Response Training
6.	Sharps Handling Training

SIGNATURE			
Employee			
Full Name:			
Signature:		**Date:**	