

## Position Description

<b>Position Title:</b>	Pool Attendant
<b>Directorate:</b>	Infrastructure
<b>Business Unit:</b>	Facilities & Recreation
<b>Salary Point:</b>	4
<b>Position Reports To:</b>	Swimming Centre Services Coordinator / Pool Superintendent
<b>Staff Management:</b>	Responsible for own work only
<b>Budget Responsibility:</b>	Nil
<b>Date PD Reviewed:</b>	16 June 2008

### Organisation Context of Position

The City of Newcastle employs over 900 staff and is responsible for a local government area of 187km<sup>2</sup>. Newcastle has a population of 148,000 and is the business and cultural centre of the Hunter region, home to over 620,000 people. In the heart of the Hunter Region, The City of Newcastle has a variety of locations across the City and encompasses three Groups:

- Planning & Regulatory
- Corporate Services
- Infrastructure

The purpose of the Infrastructure Group is to:

- Ensure whole of life planning and maintenance of Council's built, physical and natural assets including infrastructure, traffic management, natural resources, waste management, plant and fleet assets.
- Managing delivery of civil works and environmental projects across the LGA.
- Provide contract management services to Council, including the management of relevant works and services delivered by external providers.
- Manage the operations and maintenance of Council's outdoor leisure facilities, including parks, bushland, pools, beaches, ocean baths and community halls.
- Provide services that improve presentation of the city, including waste collection and management, graffiti removal, and street cleaning.

The Business Units that form part of the Infrastructure Group are:

- Infrastructure Planning
- Civil Works
- Projects & Contracts
- Facilities & Recreation
- Waste Management

### Workplace Health & Safety

#### WHS RAA Level

For specific WHS Responsibilities, Authorities & Accountabilities applicable to this position, the position holder will refer to the WHS Responsibilities, Authorities & Accountabilities matrix in the WH&S Management System. The person accepting the position will be required to sign off that they have received and understood their WHS Responsibilities, Authorities & Accountabilities.

## Position Responsibilities

- The supervision, control of activities and be familiar with risk minimisation strategies at Council's public swimming centres.
- Maintain Council's swimming centres in a clean, tidy and safe condition to meet customer's expectations.
- Test the pool water as required ensuring compliance with health regulations and recognised standards.
- Effectively communicate with pool user groups, staff and lessees.
- Any other accountabilities or duties as directed by Supervisor / Manager which are within the employee's skill, competence and training.

***It is an offence under the NSW Child Protection (Prohibited Employment) Act 1998 for a person convicted of a serious sex offence to apply for this position. Relevant Criminal History, Apprehended Violence Orders and prior employment checks, including relevant disciplinary proceedings, will be conducted on recommended applicants.***

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## Position Selection Criteria

### Essential

1. Ability to work in a team environment.
2. Availability to work weekends, school holidays and public holidays.
3. Ability to work without supervision.
4. Ability for work at short notice.
5. Proven ability to provide excellent customer service and liaison skills.
6. Proven ability to communicate effectively with staff and customers.
7. Problem solving skills.
8. Hold current awards; Bronze Medallion, Advanced Resuscitation and Senior First Aid.
9. Be able to complete a competency assessment including; 50m swim, manual handling requirements at each swimming centre, dive & retrieval of an object from the deepest pool of the swimming centre.
10. Knowledge of OH&S requirements relevant to the position.

### Desirable

1. Ability to embrace change in the work environment.
2. Hold current Pool Lifeguard Certificate.
3. Experience in swimming centre operations and cleaning requirements or equivalent.
4. Ability to promote the image of the Newcastle City Council through effective and courteous performance of duties and professional presentation of self.