

**Position Description**

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| **TITLE:** | POOL ATTENDANT |
| **GRADE:** | 2-6 |
| **DEPARTMENT:** | INFRASTRUCTURE SERVICES |
| **REPORTS TO:** | COORDINATOR AQUATIC COMPLEX |
| **DATE:** | APRIL 2024 |

### **Vision**

To be a focused community valuing Gunnedah’s identity and quality lifestyle.

### **Values**

Decisions, actions and behaviours are governed by our Council Values; Leadership, Effective and Efficient use of Resources, Openness and Accountability, Customer Satisfaction, Equity, Integrity and Commitment to Safety. All employees have a responsibility to uphold and champion these values.

## **Position Specific**

### **Primary Role**

To maintain and operate the memorial Pool Complex in an efficient manner in compliance with the Royal Life Saving Society Guidelines, Government Regulations, Council Policies and Procedures, and to provide quality customer service.

### **Duties and Responsibilities**

* Assist with the Supervision and control of all aspects of day-to-day swimming pool operations to ensure Compliance with all relevant Local Government, Aquatic, Health and Safety Guidelines and Councils Policies and Procedures.
* Carry out maintenance of pool water quality.
* Carry out maintenance of plant, pumps and surrounds.
* Grounds and amenities cleaning duties.
* Kiosk and gate duties, including cash handling.
* Mentor junior lifeguards to enhance skills (if applicable).
* Maintain required skills, competencies and qualifications required to fulfil role.
* Participate in an on-call roster to monitor, manage and maintain Pool assets after hours.
* Any other task as directed by Coordinator Aquatic Complex to support the day-to-day operations of the Swimming Pool.

### **Personal Attributes**

Qualifications:

Essential (can be obtained on the job):

* Pool Lifeguard Certificate
* Senior First Aid Certificate
* Pool Plant Operators Certificate
* Working With Children Check
* Hepatitis B and Tetanus inoculations

Knowledge, experience and capability:

* Cash Handling Experience
* Physical Fitness
* Confined Spaces qualification
* Car Licence
* Quality Customer Service Skills
* Sound Communication Skills
* Sound IT Skills

**Competencies and Accountabilities**

* **Authority and accountability**: Provides specialised/technical services to complete assignments or projects in consultation with other professional staff. May work with a team of technical or administrative employees requiring the review and approval of more complex elements of the work performed by others.
* **Judgement and problem solving**: Problems require assessment of a range of options having elements of complexity in reaching decisions and making recommendations. Precedent is available from sources within the employer, and assistance is usually available from other professional/specialist staff in the work area.
* **Specialist knowledge and skills**: Positions require considerable knowledge in a specific area with a sufficient level of skills and knowledge to resolve issues having elements of complexity that may not be clearly defined.
* **Management skills**: Positions require basic management and emergency response skills.
* **Interpersonal skills**: Persuasive skills are required to participate in technical discussions to resolve problems, explain policy and reconcile viewpoints.
* **Qualifications and experience**: Professional/specialist positions require professional qualifications to apply theoretical knowledge to practical situations.

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| ***Note that signing the PD indicates an agreement and acceptance of the content as at the date of signing.*** |

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| **HR ACTION** |
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