

POSITION DESCRIPTION

POOL AND FACILITIES ASSISTANT

Position Description

Directorate:	Financial and Commercial Services
Reports to:	Pool Team Leader
Position Number:	
Classification:	Grade 2 in Council's salary system
Location:	Narrabri Shire
Award:	Local Government (State) Award

This document describes the key responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document. All staff are expected to demonstrate behaviours that align with Narrabri Shire Council core values, Code of Conduct and Equal Employment Opportunity Principles.

Position Objective

The objective of the position is to Assist with the Aquatic operations of the Council owned and managed public swimming pools in Narrabri shire Council to a high standard contributing to the health and wellbeing of Narrabri Shire residents and visitors. The position requires a person who has a keen interest in the aquatic industry through lifesaving and rescue, First Aid & swimming pool operations and maintenance and who demonstrates innovation, personal drive, initiative and excellent customer service and interpersonal skills.

During the winter season, the incumbent of the position may be either working on site or filling any gaps and completing works in the Commercial Services Team depending on the incumbent's skills, certification and capabilities.

Key Responsibilities

Operational

- Assist the Pool team leaders to oversee the operation of all Narrabri Shire Council Swimming Pool Facilities in accordance with Council's Swimming Facilities Management Plan.
- Assist the Pool team leaders to provide support, guidance to casual staff in the performance of their duties to allow continuous improvement of relevant skills.
- Maintain positive working relationships with internal and external customers to allow efficient identification and resolution of issues as well as responding to general enquiries.
- Maintain an understanding of RLSS Guidelines for Safe Pool Operations (GSPO), NSW Health guidelines, Practice Note 15, and other relevant legislation, regulations, codes of practice, and industry

standards/guidance notes, and apply this knowledge to pool operations and the delivery of services and programs.

- Ensure a proactive approach to risk management through systems and procedures that engages staff and positively impacts behaviour to minimise incidents affecting personal injury, productivity and environmental damage.
- Undertake administration duties relevant to the role including cash handling, balancing and banking, using computer hardware and software using LINKS and Microsoft Word, Excel and Outlook.
- Assist the Pool team leaders to monitor and maintain all swimming pool plant and equipment, if required.
- Assist the Pool team leaders to ensure kiosk operations such as stock rotation, displaying of product and kiosk operations are delivered at a high standard.
- Fill in for Learn to Swim Instructors once qualified to do so.

General

- Comply with Council's Corporate Values, policies and procedures.
- In accordance with the Workplace Health and Safety Act employees must, while at work take reasonable care for their own health and safety; take reasonable care for the health and safety of others and comply with any reasonable instruction from Council.
- Employees may be required to participate in the on-call roster, weekend work, reasonable overtime and disaster and emergency situations when required.
- Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with the applicable band and level within the Award, in any area of Council.

Reporting Relationships

Direct Reports	Nil
Indirect Reports	Nil

Compliance Training and Licence Requirements

This position needs to be able to attain and uphold the following licences/accreditations:

- Current NSW Working With Children Check.
- Pool Lifeguard Skill Set (SISSS00111), which includes:
 - HLTAID003 Provide first aid (including CPR).
 - PUAEME001B Provide emergency care.
 - PUAEME003C Administer oxygen in an emergency situation.
 - SISCAQU002 Perform basic water rescues.
 - SISCAQU006 Supervise clients in aquatic locations.
 - SISCAQU007 Perform advanced water rescues.
- Technical Operations Course (Royal Lifesaving)
- Learn to Swim accreditation

Authority and Delegations

Authority and delegations applicable to this position are laid out in Council Policies and Delegations Register, which are updated from time to time. Refer to these controlled documents for accurate and specific information.

Selection Criteria

Essential

- Demonstrated ability to use a risk management approach to provide a safe environment for people using public swimming pools for leisure, recreation, fitness, learn to swim or rehabilitation.
- Demonstrated ability to develop and maintain sound working knowledge of LINKS Software and the ability to use Microsoft Word, Excel, Outlook and the internet.
- Willingness to obtain Learn to Swim accreditation.
- Demonstrated ability to supervise members of the public within a public swimming pool environment.
- Demonstrated ability to work under minimal supervision and as part of a team.
- Strong communication skills, including effective interpersonal and conflict resolution skills.
- Demonstrated computer, cash handling and administration skills.
- Demonstrated ability to perform mathematical calculations and interpret data to maintain water quality.

Desirable

- Experience in monitoring and maintaining pool plant and equipment.

Document Review Date

September 2023

I hereby agree that this role statement accurately reflects work requirements.

Authorisation

Manager People and Values:

Director:

General Manager:

Employee:

[candidate_first_name] [candidate_last_name]	[acceptance_status]	[acceptance_date]

Name

Signature

Date (dd/mm/yyyy)