



Carrathool Shire Council

POSITION DESCRIPTION

Pool Attendant

DIRECTORATE	GENERAL MANAGER
REPORTS TO	COMMUNITY DEVELOPMENT & PROJECT MANAGER
CLASSIFICATION	BAND 1 LEVEL 3
GRADE WITHIN SALARY STRUCTURE	5
STATUS OF EMPLOYMENT	CASUAL
POSITION CODE	3800
DATE APPROVED	1 JANUARY 2020

Council overview

Carrathool Shire Council is a large rural Council, having an area of 19,000 square kilometres and five urban centres. The Council is traversed by the Murrumbidgee and Lachlan Rivers, the Mid Western Highway and the Kidman Way. Agribusiness is growing and has diversified greatly, and now includes enterprises such as cotton, walnuts, olives, rice, corn, cherries, and chicken farm developments with capital investment in the range of \$500 million. The area is thriving, and so are the opportunities.

Council vision

Carrathool Shire Council and the community will work together to protect and deliver quality of life in harmony with economic development and environmental sustainability.

Primary purpose of the position

Supervise users of the pool complex in a high and professional standard to ensure a safe environment for all patrons.

Key accountabilities

Within the area of responsibility, this role is required to:

- Ensure complex and lifesaving equipment are checked prior to opening.
- Ensure toilets and change rooms are periodically checked and cleaned at least once a day.
- Collect entrance fees and/or check annual passes of patrons prior to entry with money to be returned to Council's office for receipting.
- Ensure pools are kept free of debris and keep surrounding grounds watered (if required), tidy and free of litter and place or remove pool vacuum cleaner in pool as directed by Water and Sewer staff.
- Actively patrol, observe and supervise activities of patrons at the complex and enforce pool rules as displayed on noticeboards using appropriate judgement to expel patrons if necessary.
- Take appropriate action and attend to any accident or emergency situation and ensure completion of Incident Report Forms as required (including misconduct of patrons, closure due to weather, accidents etc).
- Complete daily, weekly and monthly checklists and maintain statistical records including pool usage and water temperature.
- Close pool when warranted (e.g. inclement weather, low patronage).
- Monitor supplies and cleaning materials and advise Storeperson when supplies are low.
- Check, lock and secure complex prior to leaving.
- Carry out other duties that are within the limits of the employee skills, competence and ability as required.

Organisational accountabilities and responsibilities

Customer Service	• Ensure an efficient, courteous and professional service to internal and external customers at all times. • Always present a positive image of Council.
Governance	• Carry out work in line with relevant legislative requirements, codes, practices, and standards. • Carry out their duties in a professional and ethical manner, in compliance with the requirements of Council policies and procedures. • Take responsibility for and manage own work and contribute to a productive work environment. • Comply with Council's Code of Conduct and requirements of EEO and anti-discrimination policies. • Ensure accurate and timely record keeping in accordance with Council's requirements.
Work Health and Safety	• Perform work in accordance with WHS Legislation and Council's policies and procedures. • Report all near misses/accidents, injury and illness as per Council policies to the immediate supervisor. • Contribute to work health and safety of self and others. • Attend and participate in all training as directed.
Risk Management	• Assist council supervisors and managers in identifying and assessing hazards at the workplace. • Be aware of and follow Council's risk management procedures when undertaking tasks or projects. • Do not interfere or misuse any safety device or equipment which has been provided.
Environmental	• Consider the protection of the environment when undertaking Council activities.

Key relationships

Internal	External
Community Development and Projects Manager	Members of public
Other staff	Pool patrons

Compulsory requirements of the position

- The successful candidate will be required to undertake pre-employment screening and achieve a satisfactory outcome.
- This position is 'Child Related work'. The successful candidate will be required to undertake a Working with Children Check (WWCC) and achieve a satisfactory outcome.

Essential requirements

1. First Aid certification.
2. Demonstrated ability to be self-motivated and work unsupervised.
3. Excellent verbal communication skills with ability to apply strategies for negotiation and conflict resolution.
4. Previous cash handling and reconciliation skills.

Desirable requirements

5. Royal Life Saving Society of Australia Pool Lifeguard Licence.
6. Previous experience in swimming pool operations.

Capabilities for the role

Carrathool Shire Council's Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance, or, "how we do things around here". It builds on our organisational values and creates a common sense of purpose for all staff at all levels of the workforce. Below is the full list of capabilities and the level required for this position. The capability names in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Core Organisational Capabilities			
Capability Group	Capability Name	Level	Stream
 Personal attributes	Manage Self	Foundational	2
	Display Resilience and Adaptability	Foundational	4
	Act with Integrity and Courage	Foundational	1
	Demonstrate Accountability	Foundational	3
 Relationships	Communicate and Engage	Foundational	3
	Community and Customer Focus	Intermediate	1
	Work Collaboratively	Foundational	2
	Influence and Negotiate	Foundational	4
 Results	Plan and Prioritise	Foundational	1
	Think and Solve Problems	Foundational	3
	Create and Innovate	Foundational	4
	Deliver Quality Results	Foundational	2
 Resources	Finance	Foundational	1
	Assets, Tools and Resources	Foundational	3
	Technology and Information	Foundational	2
	Procurement and Contracts	Foundational	4

Streams

Streams identified for the position are the remainder capabilities prioritised in order for future development and progression. These must be demonstrated to progress through further steps. For further details of these capabilities refer to Councils Capability framework.

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at a satisfactory level for a candidate to be suitable for appointment.

Core Organisational Capabilities		
Group and Capability	Level	Behavioural Indicators
 Personal Attributes Act with Integrity and Courage	Foundational 	• Is open and honest • Tells the truth and admits to mistakes • Follows the code of conduct, policies, procedures and other guidelines • Speaks up and reports inappropriate behaviour and misconduct • Maintains confidentiality of customer and organisational information
 Relationships Community and Customer Focus	Intermediate 	• Identifies and responds quickly to customer needs • Demonstrates a thorough knowledge of services provided • Puts the customer and community at the heart of work activities • Takes responsibility for resolving customer issues and needs
 Results Plan and Prioritise	Foundational 	• Demonstrates understanding of team objectives • Asks when unsure about the priority of allocated tasks • Informs manager in a timely manner when tasks may not be completed on time
 Resources Finance	Foundational 	• Shows respect for the value of public money • Calculates and records financial information accurately • Seeks approval from manager/supervisor for expenses and claims, as required by policies or guidelines • Appropriately holds customer money in safekeeping

Progression skills, qualifications and experience

Progression through the salary system is based upon the acquisition and use of skills and/or employee performance/behaviour. Below are the skills required for progression at each step at and above:

Step 1 (Entry Level) Essential Criteria	• Royal Life Saving Society of Australia Pool Lifeguard Licence. • Bronze Medallion certification. • First Aid certification. • Demonstrated ability to be self-motivated and work unsupervised. • Excellent verbal communication skills with ability to apply strategies for negotiation and conflict resolution. • Previous cash handling and reconciliation skills.
Step 2	• Prerequisites from Step 1 plus: • Council's general induction completed. • Previous lifeguard experience of at least 1 year/pool season. • Demonstrates Stream 1 Capabilities.
Step 3	• Prerequisites from Steps 1 and 2 plus: • Previous lifeguard experience of at least 2 years/pool seasons. • Demonstrates Stream 1 and 2 Capabilities.
Step 4	• Prerequisites from Steps 1, 2 and 3 plus: • Previous lifeguard experience of at least 3 years/pool seasons. • Demonstrates Stream 1, 2 and 3 Capabilities.
Step 5	• Prerequisites from Steps 1, 2, 3 and 4 plus: • Previous lifeguard experience of at least 4 years/pool seasons. • Demonstrates Stream 1, 2, 3 and 4 Capabilities.

Additional information

This position description is indicative and not to be considered as a comprehensive, complete, and/or exhaustive list of responsibilities, duties, and accountabilities. Just as Council is adaptive and responsive, Council's roles are similarly dynamic. This role may evolve and change over time, in line with the changing strategic and operational requirements and outcomes of the organisation, or as a result of ongoing professional learning, organisational development or continuous improvement, which are fundamental tenets of Council's operations.

Declaration

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Carrathool Shire Council from time to time as necessary.

Employee's Name _____

Employee's Signature _____ Date ____ / ____ / ____

HR Signature _____ Date ____ / ____ / ____