



Pool Attendant

PD Version – April 2025

Next Review – April 2027

Mission “By 2030 Cabonne Council will be ADAPTIVE, RESILIENT & PERFORMING organisation to maximise opportunities and to overcome the challenges faced by Council and our community.”

Values SAFETY RESPECT PRIDE TEAMWORK Our COMMUNITY

Cabonne Council is a Child Safe Organisation that is dedicated to respecting children and young people. We prioritise their voices and views and we are committed to taking proactive measures to always keep children safe.

Position Details

POSITION NO(s):	U0722 – U0765
DIVISION:	OPERATIONS
DEPARTMENT:	Urban Infrastructure
UNIT:	Building & Facilities
TEAM:	Pools
POSITION LOCATION:	Molong, Canowindra, Cudal, Yeoval, Cumnock, Eugowra OR Manildra
EMPLOYMENT TYPE:	Casual, Seasonal November to March
SALARY SYSTEM GRADING:	GRADE 3 STEP 1
REPORTING TO:	Aquatics Supervisor or Pool Administrator
NO. OF DIRECT REPORTS:	0
NO. OF INDIRECT REPORTS:	0
WORK FROM HOME:	This position is not suited to WFH arrangements.

Purpose of the Position

To assist the Aquatics Supervisor and/or Pool Administrator with daily operations of the town and village pools to ensure effective and efficient operations by performing lifeguarding duties, kiosk administration, cleaning, general maintenance and food service functions focusing on safety, service, and supervision.

Key Duties & Accountabilities

Pool Attending

- Provide a high standard of pool attendant duties including the administration of first aid as required.
- Participate in the day-to-day pool activities and monitoring of customers to ensure the safe and appropriate use of facilities.
- Those with Teacher of Swimming & Water Safety accreditation may be required to deliver high quality swimming lessons in a safe, fun, and effective manner at Cabonne Council pools as required by the Aquatics Supervisor or Pool Administrator.
- Enforce the conditions of entry to ensure behaviour, expectations, and safe use of the facilities in accordance with relevant policies and legislation.

General Duties

- Respond to customer enquiries in a professional and timely manner.
- Assist with the cleaning and tidying of the facility, including but not limited to change rooms, toilets, lawn mowing and wiper snipping.
- Communicate known problems/issues, including but not limited to, hazards, risks, incidents, accidents and near misses in a timely manner to the Aquatics Supervisor or Pool Administrator and via Council's electronic incident notification form.
- Carry out basic routine inspection on items of plant, including taking water samples and testing, report any faults, breakdowns, and maintenance/repair issues to the Aquatics Supervisor or Pool Administrator.
- Maintain sound knowledge of current legislation standards, policies, and guidelines relevant to area of responsibility, and ensure that activities comply with these.
- Undertake any other duties as directed by the Aquatics Supervisor or Pool Administrator that are consistent with the level of competency of the position.

Work Health & Safety

- Comply with Council's WHS Policy and procedures including applicable SWMSs, SOPs, project/event safety management plans.

Code of Conduct and Ethical Behaviour

- Council staff must comply with all provisions made within Council's Code of conduct.
- You must not conduct yourself in a manner that:
 - Is likely to bring council or other council officials into disrepute.
 - Is contrary to statutory requirements or the council's administrative requirements or policies.
 - Is improper unethical.
 - Is an abuse of power.
 - Causes, comprises or involves intimidating or verbal abuse.
 - Constitutes harassment or bullying behaviour under this code or is unlawfully discriminatory.

You must act lawfully and honestly and exercise a reasonable degree of care and diligence in carrying out your functions.

Qualifications and Experience

Qualifications:

Essential

Must hold OR be willing to obtain:

- Pool Lifeguard Licence
- Working with Children Check
- First Aid Certificate and CPR qualification.
- Safe Handling of Food Practices

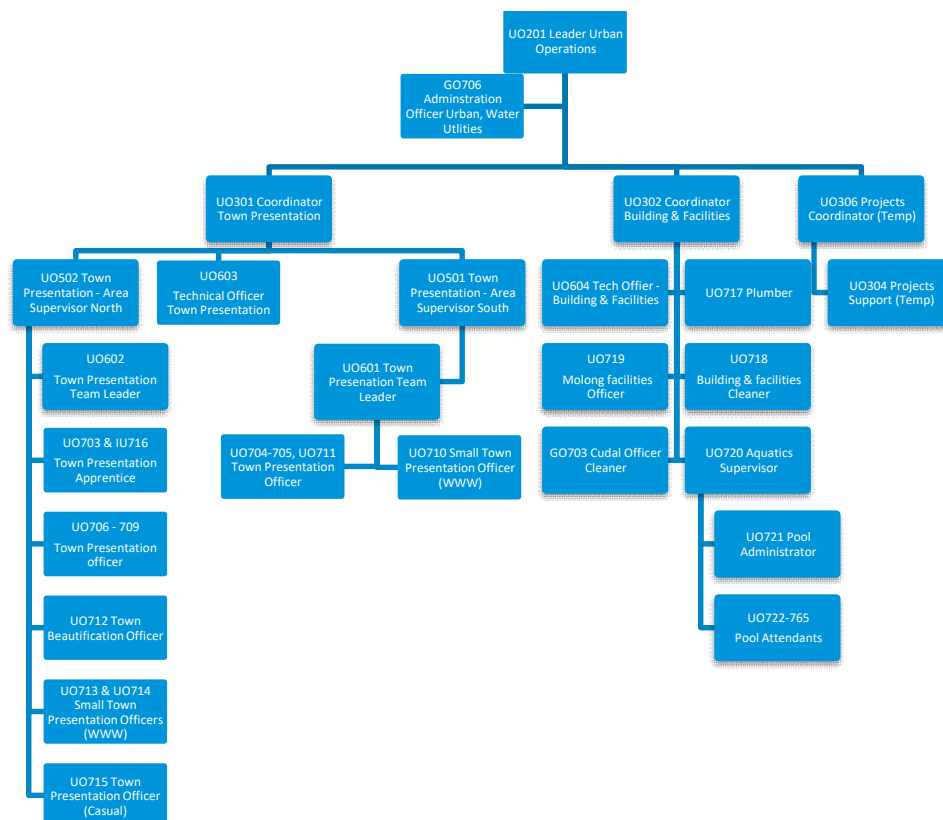
Desirable

- Teacher of Swimming and Water Safety accreditation
- Pool Technical Operations Certificate

Skills & Experience:

- General knowledge of the leisure/recreation industry.
- Be able to perform allocated duties utilising initiative, and making positive contributions to work quality, productivity, and to work to a timetable, in a cost-effective manner.
- Commitment to exceptional customer service.
- Computer and systems skills and the ability to learn and apply new technologies.

Organisational Team



Cabonne Capability Framework

HIGH QUALITY SERVICE AND ASSET DELIVERY	
 MANAGING BUDGETS	- We are responsible financial custodians of public funds. - We adhere to good governance, financial management processes and systems. - We exercise our fiduciary duties and ensure budgets are managed sustainably with due regard for our long-term Financial Planning and Strategic Asset Management Plans.
 MANAGING RISKS	- We proactively identify threats and opportunities impacting on our objectives. - We actively manage these positive and negative risks to be at acceptable levels within our resources to achieve optimum outcomes for Council. - We ensure our risk-based decisions are appropriately recorded and are understood. - Risks to our people's safety is our priority we will reduce these risks as low as is reasonably practicable to ensure they are safe at work.
 MANAGING SERVICE DELIVERY	- We ensure council services are delivered in a timely manner with quality to meet the needs and expectations of our communities and stakeholders. - We manage our assets efficiently to ensure they are fit for purpose and sustainable for our communities into the future.
 MANAGING PROJECTS	We manage our projects through diligent project management processes and systems to ensure they are on time, on budget and delivery quality outcomes for key stakeholders.
ADAPTING, INNOVATING AND IMPROVING THE WAY WE WORK	
 INNOVATION & IMPROVEMENT	- We drive a culture of continuous improvement that encourages innovation, maximises value and eradicates waste. - We look to solve problems and make daily improvements. - We foster curiosity and questioning on the status quo to identify and maximise opportunities.
DEVELOPING AND VALUING OUR PEOPLE	
 LEADING PEOPLE	We provide leadership through valuing and respecting our people by: - Making the best use of their abilities. - Ensuring they are well informed of issues and changes that affect them. - Recognising effort and giving credit where credit is due. - Being honest and constructive in guidance and feedback given around their performance and behaviours. - Ensuring our workplace culture contributes to the overall wellbeing of our people.
 MANAGING SELF	As Council employees we display initiative and resilience, modelling appropriate behaviour, valuing safety, respect for others, and a willingness to continue developing and learning.
ENGAGING AND BUILDING RELATIONSHIPS WITH OUR KEY STAKEHOLDERS	
 MANAGING RELATIONSHIPS	- We expect quality customer service with a commitment to timely responsiveness to our community and stakeholders, so they are aware of our actions and decisions as soon as practicable. - We take time to ensure our communication methods are clear and appropriate to their audience to minimise misunderstandings and confusion. - We seek to actively engage and work collaboratively with our community on projects, problems and issues that affect them.