



Position Description

POSITION TITLE:	Pool Attendant
DEPARTMENT:	Assets and Infrastructure Services
REPORTS TO:	Urban Services Overseer
SALARY SYSTEM GRADE:	Grade 2
REMUNERATION PACKAGE:	Superannuation
HOURS OF WORK:	Part Time or Casual

Our Mission

To meet the challenges of our unique and diverse region

Purpose of Position

To undertake the role of pool lifeguard at Council's three swimming pool facilities.

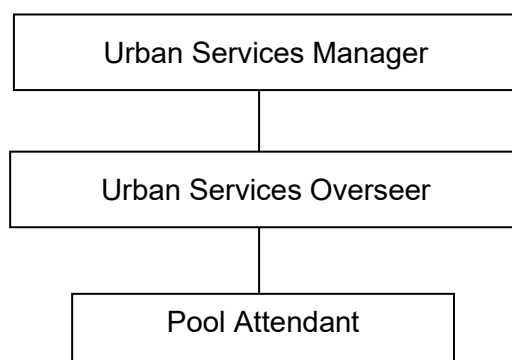
Award Provisions

Award:	Local Government (State) Award 2023
Award Grade:	Band 1 Level 3

Organisational Relationships

WITHIN DEPARTMENT:	Urban Services Manager Overseers and Gangers Operational staff
WITHIN COUNCIL	Salary staff Contractors
EXTERNAL TO COUNCIL (e.g. community, business & other government)	Members of the community Local schools and clubs Contractors and suppliers

Organisational Chart



Schedule of Duties

- Direct and control pool users by means of regular patrols
- Undertake water quality testing and maintenance to ensure correct water quality and chemical levels in accordance with NSW Department of Health Standards.
- Undertake regular vacuuming and cleaning of pools.
- Ensure the cleaning of toilets, change rooms and other facilities and ensure that bins and litter is collected daily.
- Undertake general maintenance and labouring tasks associated with maintenance of pool.
- Ensure that all Council and legislative reporting procedures are implemented including water quality, maintenance requirements, incident / hazard notifications etc.
- Coordinate facilities booking use.
- Ensure correct entry and canteen fees are charged and that funds are banked and recorded accurately.
- Issue of season / daily tickets in accordance with Council's established fees and charges schedule.
- Ensure facility is correctly secured outside of normal operating hours.
- Perform other work duties within capabilities as allocated from time to time by Overseer

Role Capabilities

This position is a 'career-graded' position. This means professionals at various stages of their career may be assessed as suitable for appointment to the position, depending on their qualifications and experience.

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Table 1 outlines the full list of capabilities and levels of competency required for appointment at each Grade under this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities. Table 1 also outlines the qualifications and experience required for appointment at each Grade under this position.

Role Skills

To be eligible for progression through Council's salary system, staff must demonstrate the role-based skills outlined in Table 3 below, in addition to meeting the technical requirements relevant to each Grade and demonstrating competency in the core capabilities described under the Local Government Capability Framework relevant to each Level.

Table 1: Role requirements

Technical Requirements

Qualification	- Senior First Aid Certificate - Pool Lifeguard Certificate
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Role Capabilities		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Intermediate
	Display Resilience and Adaptability	Foundational
	Act with Integrity	Foundational
	Demonstrate Accountability	Foundational
 Relationships	Communicate and Engage	Foundational
	Community and Customer Focus	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	Deliver Results	Intermediate



Resources

Finance	Foundational
Assets and Tools	Foundational
Technology and Information	Foundational
Procurement and Contracts	Foundational

Focus Capabilities

The focus capabilities for the position are those judged most important at the time of recruiting to the position. The focus capabilities must be met at least at a satisfactory level for a candidate to be suitable for appointment to the role. The focus capabilities for this position are outlined in Table 2 and 3.

Table 2: Focus Capabilities for Grade 3

Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self <i>Show drive and motivation, an awareness of strengths and weaknesses, and a commitment to learning</i>	Intermediate	- Understands what needs to be done and steps up to do it - Pursues own and team goals with drive and commitment - Shows awareness of own strengths and weaknesses - Asks for feedback from colleagues and stakeholders - Makes the most of opportunities to learn and apply new skills
Relationships Community and Customer Focus <i>Commit to delivering customer and community focused services in line with strategic objectives</i>	Foundational	- Shows awareness that he/she is working for the community - Shows respect, courtesy and fairness when interacting with customers and members of the community - Listens and asks questions to understand customer/community needs - Informs customers of progress and checks their needs are being met
Results Deliver Results <i>Achieve results through efficient use of resources and a commitment to quality outcomes</i>	Intermediate	- Takes the initiative to progress own and team work tasks - Contributes to the allocation of responsibilities and resources to achieve team/project goals - Consistently delivers high quality work with minimal supervision - Consistently delivers key work outputs on time and on budget
Resources Assets and Tools <i>Use, allocate and maintain work tools appropriately and manage community assets responsibly</i>	Foundational	- Uses core work tools and equipment effectively - Takes care of work tools, equipment, accommodation and community assets

Table 4: Skill progression

Step	Skill required
1	• Able to answer and process enquiries/requests on swimming pool operations • Carry out pool maintenance including water quality testing and maintenance • Applies a range of basic organisational software packages (eg. Word, Excel, Outlook) to facilitate work • Operate filtration plant and maintenance equipment • Collects or completes necessary forms and reports on the activities of the pool operations • Develops practical solutions to daily work issues
2	• Assists with event Management • Undertake pool asset infrastructure maintenance (under supervision) • Maintain Security of the Pool • Apply up to date knowledge of storage of chemicals and other hazardous substances • Chemical Handling Certificate
3	• Assists in the development of safe work method statements • Assists in the development of work Procedures Guides • Assist in supervision of sub-contractors • Training and Instruction in pool operations • Recommends and implements improvements in customer service • Shows independence and initiative in identifying and solving complex work issues
4	• Undertakes process improvement • Assist in coordination of resource allocation and usage • Applies risk management • Investigate complaints by the community on swimming pool related matters

Acceptance of Position Description

I, _____, have read and understood this position description and agree to the conditions and responsibilities contained in it. I intend to commence duties on

_____.

(insert date)

Signed: _____

Date: _____