

POSITION DESCRIPTION

Position Details

Position Title:	Swimming Pool Attendant (Casual)
Award Classification:	Level 2
Employment Conditions:	Queensland Local Government Industry (Stream B) Award – State 2017
Department / Branch:	Engineering / Operational Works
Principal Location:	Council Depot, Hughenden
Reports to:	Senior Operational Works Coordinator
Direct Reports:	Nil

Flinders Shire

Our Vision:	Flinders Shire – a place of discovery, opportunity and lifestyle	
Our Mission:	To promote quality of life through leadership, attitude and respect	
Our Values:	<ul style="list-style-type: none"> • A Caring Philosophy • Pursuit of Excellence • Teamwork • Local Ownership 	<ul style="list-style-type: none"> • Communication • Leadership • Recognition

Council Structure

Office of the Chief Executive Officer

- Investment, Attraction & Economic Development
- Executive Support
- Human Resources

Corporate & Financial Services

- Financial Control
- Information & Communication Technology
- Business & Customer Services
- Governance & Regulatory Compliance
- Workplace Health & Safety

Community Services & Wellbeing

- Community Development & Engagement
- Tourism
- Community Care
- Regional Marketing & Promotion
- Media / Communications

Engineering

- Open Spaces & Community Assets
- Asset Management
- Project Management
- Roads & Infrastructure

Position Objective

The Swimming Pool Attendant is responsible for supervision and operation of the Hughenden Swimming Pool to provide quality safe swimming facilities that cater to the needs of the community.

As a representative of Council, demonstrated professionalism and a commitment to a high level of service and continuous improvement in the best interest of Council and the Community are essential.

Key Responsibilities

Operational

- Assist with coordination and administration of sport and recreation activities for the community at the Hughenden Swimming Pool during the swimming season, including (but not limited to):
 - Regular squad training activities for the Hughenden Swimming Club
 - School swimming lessons and training for children 18 years and under, as well as assistance at all school swimming carnivals
 - Lap swimming sessions
 - Private functions/bookings
- Assist with the maintenance of the swimming pool facility in accordance with best practice guidelines and relevant legislative requirements
- Adhere to the Emergency Action Plan as outlined in the 'Hughenden Swimming Pool Procedure Manual' detailing the procedures and responsibilities in relation to routine aquatic emergency procedures and major incidents
- Develop and maintain positive relationships with members of the community to ensure continued use and enjoyment of the facility

General

- Consistently complete allocated tasks to a high standard and within agreed timeframes
- Undertake other tasks up to and including your competency and level
- Actively promote the values of the organisation to staff
- Actively participate in identifying, recommending, developing and implementing measures through which allocated tasks and responsibilities may be carried out more effectively and efficiently

Administration

- Ensure general administration and records management requirements are being met
- Provide courteous and professional customer service to internal and external customers and conduct all transactions in an ethical and efficient manner
- Contribute positively to a supportive team-based work environment and participate in team meetings and training sessions as required
- Ensure that requests are acted on and reported upon in accordance with Council Policy
- Keep the Engineering Officer appropriately and adequately informed on the current state of activities relevant to your role and to highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public
- Maintain a personal time management system to ensure deadlines are met; to ensure that other staff of the Council are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced

Organisational Continuous Improvement & Quality Management

- Willingness and ability to adapt to challenge and opportunities:
 - changing workforce capabilities through multiskilling, succession planning, knowledge management
 - changing technologies and operational procedures by expanding your knowledge of future trends and required competencies
- Willingness and ability to set the example and live the values
- Willingness and ability to advocate a positive and constructive organisational culture
- Willingness to accept responsibility for your own actions and decisions, and to be held accountable for such
- Willingness and ability to integrate the competing demands of work, home, community and self

Corporate Responsibilities

All employees are bound by the *Queensland Local Government Act 2009* to act with integrity, and in a way that shows proper concern for the public interest. All employees are responsible for acting in accordance

with the Flinders Shire Council Code of Conduct and other relevant policies, procedures and protocols as may be applicable to the role.

Workplace Health & Safety

All workers have a duty to familiarise themselves with and comply with statutory and Flinders Shire Council Work Health and Safety (WH&S) requirements, including the WH&S Management System, and WH&S Policies, Procedures and work instructions.

In fulfilling this duty, workers are to:

- Take reasonable care for his or her own health and safety.
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person in control of the business or undertaking (PCBU) to allow the person to comply with the *Work Health and Safety Act 2011* (e.g. wearing of Personal Protective Equipment as instructed).
- Cooperate with any reasonable Policy or Procedure of the PCBU relating to health or safety at the workplace that has been notified to workers (e.g. reporting of incidents).
- Participate in the consultation and communication processes as prescribed in the *Consultation, Cooperation and Coordination Code of Practice 2021*.

Other Requirements

- This position operates from Council's Administration Office in Hughenden, however, may be required to travel within the Local Government Area and work outside of standard business hours to meet the requirements of the role.
- Travel (including outside of normal hours) to attend training may be required
- The incumbent must be:
 - prepared to work flexible hours to meet the requirements of the position;
 - willing to obtain a 'Suitability Card' to enable the incumbent to work with or supervise people less than eighteen (18) years of age if required;
 - medically fit and physically capable to meet requirements of the position;
 - Prepared, if required, to undertake a medical assessment by Council's medical practitioner; and
 - Prepared, if required, for Council to undertake a Criminal History Check

Organisational Relationships and Delegations

Internal: Engineering Services Team and other portfolios across Council

External: General public, government departments, contractors, suppliers and community groups

Delegations: The Swimming Pool Attendant works under limited direction, has the skills to manage time and organisational priorities. This position has delegated decision making and purchasing authority in accordance with Council's Delegation Register and Procurement Policy.

Selection Criteria

Essential

1. Ability to operate and undertake maintenance and minor repairs of sport and recreation equipment
2. Ability to recognise potential hazards that could be a risk to Council employees or the general public
3. Ability to work alone with limited supervision and as required, work cooperatively as part of a team
4. Ability to communicate effectively, and understand and follow written and verbal instructions
5. Ability to communicate respectfully with the public
6. Ability to resolve minor problems on the job
7. Hold (or be able to obtain) and maintain the following qualifications:
 - Current First Aid Certificate
 - Current Blue Card (Working with Children)

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- Current Queensland driver's licence
8. The ability to carry out the physical requirements of the role including capacity and willingness to work in an outdoor environment in varying conditions
9. Commitment to uphold Council's Code of Conduct, Workplace Health and Safety and Anti-Discrimination policies.

Desirable

10. While not essential, the following would be highly regarded:
- Formal Pool Operators Certificate
 - Chlorine Safety Training Certificate
 - Formal Lifeguard qualification
 - Formal Bronze Medallion qualification
 - Formal AustSwim qualifications

Authorisation

Position Approved By: Misenka Duong, Director of Engineering

Signature: *M. Duong* **Date:** 26/08/2024

Receipt and Acknowledgement

I, _____ have received a copy of the attached position description. I have read this position description, and I understand all my job duties and responsibilities. I further understand that my duties may change on a temporary or regular basis according to the needs of the Council without it being specifically included in the position description. I will be notified of these changes in writing and have an opportunity to ask any questions with my immediate supervisor. I have discussed any questions I may have about this position description prior to signing this form.

Employee Signature: _____ Date: _____