



## Schedule 2 – Position Description

<b>Position:</b>	Casual Pool Attendant and Cleaner
<b>Incumbent:</b>	Vacant
<b>Position Number:</b>	7037
<b>Directorate:</b>	Communities
<b>Team:</b>	Facilities
<b>Position Status:</b>	Casual
<b>Classification:</b>	Queensland Local Government Industry Award (Stream B) Level 3
<b>Reports to:</b>	Facilities Coordinator
<b>Accountable for:</b>	NA
<b>Located:</b>	Isisford
<b>Revised:</b>	April 2024

### Our Vision

Connecting Council and Community

### Our Mission

Delivering Excellent Services

### Our Values

1. A Safe and Healthy Work Environment
2. Inclusiveness and Respect
3. Consistency and Fairness
4. Teamwork and Staff Development
5. Performance and Value for Money
6. Leadership and Collaboration
7. Sustainability
8. Forward-looking

## Position Objective

The primary roles within this position are to assist in the provision of safe, hygienic and quality aquatic facilities, to provide effective, purposeful and safe supervision of aquatic customers and user groups and to perform cleaning duties to maintain Isisford councils' facilities and councils housing when needed.

## Position Responsibilities

Functional Area	Key Responsibilities
Pool Attendant	<ul style="list-style-type: none"> <li>• Ensure the effective and efficient operation for the Isisford Swimming Pool</li> <li>• Ensure that no member of the public is at risk, giving priority to rescue and protection of swimmers at danger or likelihood of injury.</li> <li>• Ensure the timely reporting of all Incidents, Accidents or Near Miss/Hazards</li> <li>• Provide a high standard of client interaction at all times that is conducive to customer satisfaction and promotes repeat visits</li> <li>• Ensure appropriate equipment is available to the aquatic users</li> <li>• Maintain adequate records of activities in accordance with risk management practices.</li> <li>• Perform rescue and first aid procedures when required.</li> <li>• Register attendance figures, check entrance fee monies and hand to Isisford Branch manager on a daily Basis.</li> <li>• Demonstrate integrity, honesty and the care of others in professional relationships within the organisation and in all dealings with customers</li> </ul>
Cleaner	<ul style="list-style-type: none"> <li>• Carry out cleaning duties in areas as specified such as but not limited to,               <ul style="list-style-type: none"> <li>○ Sweeping,</li> <li>○ Vacuuming</li> <li>○ Mopping of all floors <del>including removing the of scuff marks</del></li> <li>○ Removing Cobwebs from all ceilings and under eaves external to the building</li> <li>○ Cleaning counters and tables</li> <li>○ <del>Cleaning and Stocking toilets and urinals</del> <del>Cleaning of appliances inside and out including defrosting fridges and freezers</del></li> <li>○ <b>Ensure the confidentiality and security of the contents of the areas is maintained at all times</b></li> </ul> </li> <li>• Ensure premises and facilities are locked/secured as necessary</li> <li>• Carry out such relevant duties with minimal disruption to any staff that may be within the area at the time.</li> <li>• Monitor and report cleaning supplies and advise accountable supervisor</li> </ul>

General	
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	<ul style="list-style-type: none"> <li>• Other such relevant duties as required from each position time to time which would generally fall within the scope of this position as directed by your accountable supervisor or the Chief Executive Officer.</li> <li>• Demonstrate integrity, honesty and the care of others in professional relationships.</li> </ul>
<b>Communication</b>	
<b>Internal</b>	<ul style="list-style-type: none"> <li>• Advise immediate supervisor of any faulty equipment and follow all adopted procedures in reporting of fault to Councils' Workshop Supervisor;</li> <li>• Communicate, solve and discuss work problems with other team members and Supervisor.</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>• Provide positive communication with others businesses and customers</li> </ul>

## Position Requirements

### Skills

- Basic oral and written communications skills
- High level of customer service skills
- Ability to identify and address risks and hazards
- Problem solving skills and the ability to assist with the resolution of complaints.
- Sound level of skills in the use of cleaning equipment
- Sound record keeping skills
- Reliability

### Knowledge

- Knowledge or ability to attain understanding of Councils policies and procedures
- A good understanding of how to maintain a safe working environment
- Knowledge of safe practices in relation to public swimming pools
- Knowledge of correct chemical handling equipment or the ability to learn
- Knowledge of relevant legislation and policies, including Workplace Health and Safety Act, Safe Work Practices and Quality Assurance Guidelines.

### Mandatory Experience/Qualifications

- Current First Aid and CPR Certificate
- Royal Lifesaving Bronze Medallion Certificate
- Chemical Skill Set Training
- Current Class 'C' Drivers licence
- Working with Children Card (Blue Card)
- Construction White Card

## Desirable Experience/Qualifications

• Pool Plant Operation and Maintenance Certificate

## Delegations and Authorisations

NIL

## Physical Requirements

### Physical Demand Category

- ☐ Sedentary Work
- ☒ Light Duty – Frequent lifting/carrying of objects weighing up to 5kgs.
- ☐ Medium Work – Frequent lifting/carrying of objects weighing up to 10kgs.
- ☐ Heavy Work – Frequent lifting/carrying of objects weighing up to 25kgs.

### Audio-Visual Demands

- ☒ Depth Perception ☐ Colour Discrimination ☒ Peripheral Vision ☒ Hearing

### Specific Actions Required

This job may include:

#### Standing/Walking

- ☐ None
- ☐ Occasional
- ☒ 1-4 Hours
- ☐ 4-6 Hours
- ☐ 6-8 Hours

#### Sitting

- ☐ None
- ☐ Occasional
- ☒ 1-4 Hours
- ☐ 4-6 Hours
- ☐ 6-8 Hours

#### Driving

- ☐ None
- ☐ Occasional
- ☒ 1-4 Hours
- ☐ 4-6 Hours
- ☐ 6-8 Hours

### Work Environment

Attribute	Yes	No
Chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dampness	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fumes/Gases	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heat/Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### Repetitive Motions

- ☒ Simple Grasping ☒ Fine Manipulation ☒ Pushing & Pulling ☒ Finger Dexterity ☒ Foot Movement


### This Job Will Require

Manoeuvre	Frequent	Occasional	None
Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- ☐ Plant operation with maximum seat rating of 150kgs

## Workplace Health and Safety Obligations

All employees have a legal obligation to comply with regulatory requirements and LRC– SMS (*Longreach Regional Council's - Safety Management System*) incorporating WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment and remain compliant with Industry Benchmark Standards.



Employees of Longreach Regional Council have the following responsibilities for health and safety at work.

- Take reasonable care of their own health and safety and ensure that their actions do not adversely affect the health and safety of others.
- Comply with and follow all reasonable instructions for work health and safety (WHS) and cooperate with all reasonable WHS policies, procedures, guidance, instructions, and directions.
- To not intentionally or recklessly interfere with or misuse any substance or thing provided in the interests of WHS.
- Use Longreach Regional Council's WHS risk management approach, participate in risk assessments and assist in identifying and using control measures to eliminate or minimise WHS risks.
- Ensure safe work practices including operating and maintaining all machinery, equipment and plant in a safe way and holding licences and training where required.
- Report any worn out or defective tools or equipment or problems with tools and equipment.
- Comply with Council's induction and training requirements.
- Participate in meetings, training, consultation and other WHS activities such as inspections, incident investigations, and evacuation drills as required.
- Use, maintain and store personal protective equipment (PPE) in the appropriate manner.
- Be familiar with emergency and evacuation procedures for their work area and comply with instructions given by emergency response, including emergency wardens and first aiders.
- Report all problems with undertaking work, including concerns or signs of injury, discomfort, or ill health, immediately to their manager or supervisor.
- Report any unsafe situation, workplace hazard, injury, incident, or near-miss to their manager or supervisor immediately.
- STOP WORK if it not safe to continue and report concerns to their manager or supervisor.
- Assist in maintaining a high level of housekeeping, cleanliness, and tidiness.
- Undertake tasks as required to enable continuous improvement for WHS management.

## Acknowledgement

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

<b>Authorised By:</b>	Acting Director of Communities
<b>Signature:</b>	
<b>Date:</b>	
<b>Present Incumbent:</b>	Vacant
<b>Signature:</b>	
<b>Date:</b>	