



## Casual Pool Attendant, Ilfracombe

### Position Description

<b>Incumbent:</b>	VACANT
<b>Position Number:</b>	7013
<b>Directorate:</b>	Community Services
<b>Team:</b>	Ilfracombe Branch
<b>Position Status:</b>	Casual
<b>Classification:</b>	QLGIA (Stream B)
<b>Current Level:</b>	
<b>Reports to:</b>	Public Facilities Manager
<b>Accountable for:</b>	n/a
<b>Revised:</b>	November 2021

### Our Vision

The communities of the Longreach Region, with their individual identities and a proud heritage, will be characterised by their cohesive and inclusive nature, making the region a location of choice for business investment and outback living.

Reaching a population of 5,500 by 2027, the Longreach Region will be characterised by strong communities and a vibrant economy driven by skills and innovation in a diversity of traditional and new industries.

### Our Mission

Council's Mission is to deliver decisive leadership in making locally-responsive, informed and responsible decisions, providing the highest-quality services and facilities to all communities of the Longreach Region.

### Our Eight Core 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 role of this position is to assist in the provision of safe, hygienic and quality aquatic and spa facilities within the town of Ilfracombe. To provide effective, purposeful and safe supervision of aquatic customers and user groups. Ensure that no member of the public is at risk, giving priority to rescue and protection of swimmers or the likelihood of injury.

## Position Responsibilities

- Ensure the effective and efficient operation of the Ilfracombe Swimming Pool & Spa.
- Ensure that no member of the public is at risk, giving priority to rescue and protection of swimmers at danger or likelihood of injury.
- Ensure the timely reporting of all Incidents, Accidents or Near Miss/Hazards
- Provide a high standard of client interaction at all times that is conducive to customer satisfaction and promotes repeat visits.
- Supervise clients.
- Ensure appropriate equipment is available to the aquatic users.
- Register attendance figures at the close of each day.
- Check entrance fee monies and hand in to the Ilfracombe Branch on a daily basis.
- Provide positive communication with business, customers and council members.
- Demonstrate integrity, honesty and the care of others in professional relationships within the organisation and in all dealings with customers.
- Ensure that no swimmer of the public is at risk, giving priority to rescue and protection of swimmers.
- Maintain adequate records of activities in accordance with risk management practices.
- Perform rescue and first aid procedures when required.
- Other such relevant duties as required from time to time which would generally fall within the scope of this position as directed by your accountable supervisor or the Chief Executive Officer.

## Position Requirements

### Skills

- Basic oral and written communication 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.

### Knowledge

- Knowledge or ability to attain understanding of Council's policies and procedures.
- A good understanding of how to maintain a safe working environment.
- Knowledge of safe practices in relation to public swimming pools.
- Demonstrated knowledge in dealing with swimming facility equipment and chemicals.

## Mandatory Experience/Qualifications

- Current First Aid and CPR Certificate.
- Working with Children blue card.
- Royal Lifesaving Pool Lifeguard Certificate.
- Chemical training.

## Desirable Experience/Qualifications

- Manual Handling training.
- Pool Plant Operation and Maintenance Certificate.
- Class "C" drivers licence.

## 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                              | Sitting                                       | Driving                                  |
|---|---|--|
| <input type="checkbox"/> None                 | <input type="checkbox"/> None                 | <input checked="" type="checkbox"/> None |
| <input type="checkbox"/> Occasional           | <input type="checkbox"/> Occasional           | <input type="checkbox"/> Occasional      |
| <input checked="" type="checkbox"/> 1-4 Hours | <input checked="" type="checkbox"/> 1-4 Hours | <input type="checkbox"/> 1-4 Hours       |
| <input type="checkbox"/> 4-6 Hours            | <input type="checkbox"/> 4-6 Hours            | <input type="checkbox"/> 4-6 Hours       |
| <input type="checkbox"/> 6-8 Hours            | <input type="checkbox"/> 6-8 Hours            | <input type="checkbox"/> 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.

*The following statements apply to all employees, including permanent, part-time and casual employees.*

*Your responsibilities include:*

1. To comply with instructions given for WH&S at a workplace by the employer;
2. Comply with the **Health and safety duties and Duty of Care** requirements as specified within the *Work Health and Safety Act 2011 Part 2*
3. Timely reporting all accidents, incidents minor injuries, near misses and property damage (within 24 hours of the event) and assisting, if required, with the investigation of all incidents in the workplace;
4. For a worker to use the PPE (Personal Protective Equipment) provided by the employer after proper instruction in its use;
5. Not to wilfully or recklessly interfere with or misuse anything provided for WH&S at the workplace;
6. Not to wilfully place at risk the WH&S of any persons at the workplace including yourself;
7. Adhere to the **LRC-SMS** by remaining compliant to Council's WH&S Management Plan and completing relevant Monthly Action Plan items;
8. Performing all work and associated functions in a safe, efficient and effective manner;
9. Complying with all documented WH&S policies, procedures, work instruction and verbal instructions issued by the organisation or its officers;
10. Provide advice to ensuring risk assessments are conducted and recorded for all identified hazards, or prior to the implementation of new work practices, hazardous substances, or plant. Also, as required, assisting or participating in the carrying out of risk assessments on identified hazards;
11. Identifying hazards, conducting risk assessments, and implementing corrective action to eliminate hazards where possible and / or control risks in the workplace;
12. To report hazards and risks in accordance with WH&S procedures;
13. Establishing and maintaining a high standard of housekeeping within your individual work area(s) and generally within the Longreach Regional Council's area of responsibility;

- 14. Attending any toolbox, team talks or specific training (e.g. Take 5s etc.) as supplied and required by Longreach Regional Council;
- 15. Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures;
- 16. Report any concerns for WH&S to your Supervisor.

## 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>	Lisa Young, Director Community and Cultural Services
<b>Signature:</b>	
<b>Date:</b>	
<b>Present Incumbent:</b>	
<b>Signature:</b>	
<b>Date:</b>	