



CROYDON SHIRE COUNCIL

Position Description

Position Title	Swimming Pool Attendant
Department	Community Services
Award	Queensland Local Government Industry Award – State 2017 – Stream B
Award Classification	Level 3
Position Type	Casual or Part time
Reports To	Community Services Manager

Position Objective

Maintain and supervise the Croydon Swimming Pool to a high standard and promote its use in a safe and appropriate manner to all members of the community.

Duties and Responsibilities

The following duties and responsibilities may be modified from time to time to ensure expected outcomes are achieved with Council's business demand.

- Efficiently manage the day to day operations of the Croydon Shire Swimming Pool.
- Undertake daily operations including supervision of pool users, cleaning and maintenance of the pool and amenities, storage areas, pool surrounds, grounds and gardens.
- Undertake administration and cash receipting duties related to the daily operation of the facility.
- Accurately record and inform Council of pool usage.
- Liaise with management to ensure operating times, rosters and supervision requirements are appropriate.
- Provide 'hands-on' coaching and instruction services to individuals and groups where appropriate qualifications are held.
- Encourage community participation.
- Provide weekly reports to Business Manager with regard to use, activities, events, etc.
- Attend meetings as required.
- Uphold the public image of the Council.
- Promptly report and record all workplace incidents.
- Ensure appropriate safe access to and from the facility for all employees & visitors.
- Manage first aid and emergency response within the facility.
- Ensure the facility is securely locked when not in use and all signage is relevant, appropriately located and in good condition.
- Comply with all Workplace Health and Safety policies, procedures, standards and work instructions at all times.
- Comply with Croydon Shire Council's adopted Code of Conduct at all times.

- To contribute to the efficient and productive operation of the Local Government Organisation and to maintain and foster a team spirit among those in the working environment.
- The ability to actively seek opportunities to implement change that will contribute to improve efficiency and operations of Council.
- Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
- Participate in training programs as required.
- Other duties as directed by the Community Services Manager, or Chief Executive Officer.

Skills and knowledge

- Sound level of interpersonal and communication skills with sound negotiation skills, including the ability to effectively deal with a broad range of customers.
- Sound literacy & numeracy skills.
- Be self-motivated and have good time management and organisational skills.
- Knowledge of cash handling and reconciliation procedures.
- Ability to maintain accurate records and registers relevant to the role.
- Capable of operating small plant such as lawn mower/whipper snipper.
- Ability to promote and provide a professional image and service.
- Ability to operate under limited supervision.
- Ability to identify hazards and occupational risks.

Qualifications / Experience

- Current First Aid and CPR
- Current Working with Children Blue Card
- Pool Lifeguard Certificate
- Pool Plant Operations & Maintenance qualifications are highly desirable

Key Performance Indicators (KPI's)

- Ongoing compliance with all statutory obligations.
- Compliance with all policies and procedures applying to the duties of the position.
- Relationship with internal and external customers.
- Relationship with the Director Corporate Services, Business Manager and the Chief Executive Officer.
- High level of customer service evidenced.
- High level of confidentiality maintained.
- Punctuality and courtesy at all times.

Training

- Training will be provided as required to improve efficiency and productivity of the position.

Selection Criteria

- Experience in a Swimming Pool Attendant role.
- High level of interpersonal and communication skills with a strong customer service focus.

- Experience or knowledge to successfully perform the duties and responsibilities of the position.
- Be self-motivated and have good time management, planning and organisational skills.
- Ability to adapt to changing work environments and/or conditions while maintaining a positive attitude and a commitment to continuous improvement.

Certification

Employee:

Employee Signature _____ Date ____/____/____

Chief Executive Officer:

Chief Executive Officer Signature _____ Date ____/____/____