

# Position Description



<b>Position Title</b>	Pool and Gym Attendant
<b>Department</b>	Community Services
<b>Award</b>	Queensland Local Government Industry Award – State 2017
<b>Award Classification</b>	Stream B, Division 2 – Section 5, Operational Services, Level 4 , \$1,050.00 per week, plus relevant allowances.
<b>Position Type</b>	Full time permanent – 38 hours per week. This position includes weekend rosters.
<b>Reports To</b>	Community Services Manager

## Position Objective

Improve and maintain the quality of life, health and wellbeing of Croydon Shire residents by providing quality sport and recreation activities. Establish positive working relationship with other sport and recreation organisations, clubs and schools within the region.

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.

Maintain and supervise the Croydon Gymnasium to a high standard and promote its use in a safe and appropriate manner to all approved gym members.

## Duties and Responsibilities

### Pool Management

1. Efficiently manage the day to day operations of the Croydon Shire Council Swimming Pool facility.
2. Ensure compliance with pool entry conditions at all times.
3. Undertake daily operations including supervision of pool users, cleaning and maintenance of the pool and amenities, storage areas, pool surrounds, grounds and gardens.
4. Regularly review the Royal Life Saving Australia Guidelines for Safe Pool Operations and update Council's policy, procedures and risk management processes to always ensure compliance and best practice
5. Accurately record and inform Council of pool usage.
6. Liaise with Council's water operations team to ensure water quality is optimal at all times.

7. Liaise with management to ensure operating guidelines / conditions, operating times, rosters and supervision requirements are appropriate.
8. Encourage community participation
9. Provided weekly reports to the Community Services Manager with regard to use, maintenance, activities, events etc.
10. Attend meetings as required.
11. Promptly record and report all incidents and near misses.
12. Ensure safe access to facility for all employees and visitors.

### **Gym Management**

13. Efficiently manage the day to day operations of the Croydon Shire Council Gym facility.
14. Undertake daily operations including completion of the gym membership process including equipment familiarisation, supervision of gym users, cleaning and maintenance of the gym and recreation grounds amenities.
15. Regularly review the Facility Risk Management Assessment and update Council's policy, procedures and risk management processes to always ensure compliance and best practice
16. Efficiently manage and maintain sport and recreation equipment within the sports shed, including recording and monitoring usage.
17. Accurately record and inform Council of gym and sports equipment usage.
18. Liaise with councils town maintenance team to ensure grounds and other facilities are maintained
19. Liaise with management to ensure operating times, rosters and supervision requirements are appropriate.
20. Encourage community participation
21. Provided weekly reports to the Community Services Manager with regards to use, activities, events etc.
22. Attend meetings as required.
23. Promptly record and report all incidents and near misses.
24. Ensure safe access to facility for all employees and visitors.

### **General Duties**

25. Ensure that facilities are securely locked when not in use and all signage is relevant appropriately located and in good condition.
26. Lead, articulate and model Council's vision through pool and gym planning, strategy and policy development.
27. Respond to community needs as they relate to sport and recreation, pool and gym programming.

28. Seek out, recommend and administer funding programs to maximise sport and recreation, pool and gym opportunities.
29. Oversee and encourage consultation with community groups and stakeholders to support current and planned activities and events.
30. Community engagement and relationship management in unification with Council's Community Engagement Officer.
31. Comply with all Work Health and Safety policies, procedures, standards and work instructions at all times.
32. Comply with Croydon Shire Council's adopted Code of Conduct and policies at all times
33. 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.
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35. Submit monthly reports to the Community Services Manager for presentation to Council Meetings.
36. Model ethical and professional behavior and act with integrity whilst representing Council.
37. Adhere to all legislation, Council policies and guidelines.
38. Ensure all corporate information created or received is accurately recorded in Council's Records Management System in accordance with approved policies and procedures.
39. Maintain confidentiality, integrity and security of Council's records and corporate data.
40. Undertake and successfully complete training deemed essential for the position.
41. Work effectively in a team environment and provide assistance within other areas of Council as required.
42. Ability to actively seek opportunities to implement change that will contribute to improve efficiency and operations of Council.
43. Refer matters that may impact on the business, Council and employees to the Community Services Manager.
44. Undertake other duties as directed, consistent with skills, competence and training.
45. Compliance with Work Health and Safety Legislation including Council's Work Health and Safety Management System, SafePlan and Council policies, procedures and work instructions. Perform all work and associated functions in a safe manner and identify and report any concerns, near misses, incidents/accidents to your Supervisor and WHS Officer.

## **Qualifications / Skills / Experience**

### **Mandatory**

1. Must hold or be able to obtain a working with children blue card check.
2. Must hold or be able to obtain a Pool Lifeguard qualification.

3. Current First Aid and CPR Certificate with anaphylaxis training and asthma certificate
4. .
5. Demonstrated ability to assess program capacity and strengthen service over time.
6. Must hold a current and valid C class drivers licence with the ability to drive a manual transmission vehicle.

### **Desirable**

1. Strong interpersonal skills, including high level written and oral communication.
2. Strong organisational skills including ability to effectively manage time between service delivery, team mentoring, facility/asset maintenance and administrative tasks.
3. Must have the ability to work unsupervised.
4. Hold a Certificate III in fitness, or equivalent.

### **Key Performance Indicators (KPI's)**

1. Delivery of professional service, positive community and client feedback
2. Sound interpersonal and communication skills with particular emphasis in the area of consultation, negotiation, influencing, conflict resolution and assertiveness.
3. Experience in delivering guidance and training to all ages with the ability to develop, administer, manage and evaluate programs, services and resources.
4. Excellent time management skills, with developed analytical and problem-solving skills while working autonomously.
5. Programming and delivery of activities to all ages and reporting to Council and Management.
6. Compliance with Croydon Shire Council's Work Health and Safety Management System, including policies, procedures, standards and work instruction.
7. Compliance with Croydon Shire Council's Code of Conduct.

### **Selection Criteria**

1. Relevant qualification in community activities, sport and recreation or equivalent
2. Current First Aid, CPR, Anaphylaxis and Asthma Certificate.
  - a. Ability and willingness to obtain Pool Lifeguard qualifications
3. Current and valid or ability and willingness to obtain a Positive Notice Working with Children Blue Card.
4. Demonstrated knowledge and understanding of regulatory and legislative requirements and standards in working across a range of activities and age groups.

5. Ability to communicate effectively with staff and community members of all ages.
6. Ability to program and deliver activities to all ages.
7. Current and valid C class drivers licence with the ability to drive a manual transmission vehicle.

## Certification

Employee:

Employee Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Chief Executive Officer:

Chief Executive Officer Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_