

POSITION DESCRIPTION

CORPORATION OF THE CITY OF UNLEY

1. JOB IDENTIFICATION:

Title of Position: SENIOR POOL ATTENDANT
Business Unit: COMMUNITY AND CULTURAL CENTRES
Reports to: OPERATIONS COORDINATOR
Classification: LEVEL USCD

2. POSITION OBJECTIVES:

The Senior Pool Attendant will support the Duty Supervisor in the daily operation of a shift through a collaborative and communicative approach. They will be attentive and observant for the Duty Supervisor, identifying and reporting operational issues, concerns and complaints as required. They will be an avenue of assistance for casual staff members, providing additional support and guidance as requested.

The position will:

- Ensure the safety and wellbeing of Centre customers.
- Ensure that all safety and hygiene criteria are met for the water and surrounds whilst on shift as the Senior Pool Attendant.
- Maintain order, control and ensure appropriate behavior of pool users with particular attention to safety and proper use of facilities.
- Maintain and develop relationships with the Centre's customers, particularly community groups, providing excellence in customer service.
- Assist customers and user groups with enquiries and help resolve any problems they may encounter at the Centre.
- Ensure supervisory patterns are adhered to according to the 'Unley Swimming Centre Pool Attendant Guide'.
- Administer first aid/resuscitation if required.
- Ensure that the pool surrounds and change rooms are cleaned to a high standard.
- Participate in internal training and education programs.
- Maintain all essential qualifications for the position.
- Be prepared to work in and or assist with other Centre activities (Birthday Parties etc). You may be required to work across the Swimming Centre utilising the skills and qualifications you have obtained through further study and training (dependent on relevant qualifications).
- Assist with Kiosk operations and cash handling as required.
- Report breakdown of plant, machinery and equipment to Duty Supervisor.
- Report stock levels of material for daily operations to supervisor.
- Ensure all functions performed are environmentally sustainable and comply with Council's environmental policies and direction.
- Demonstrate and support the City of Unley's values when working with others and the community.



Better Together



Be Progressive



Strive for Excellence

3. KEY RESPONSIBILITIES:

The Senior Pool Attendant will implement, conduct or monitor in conjunction with the Duty Supervisor:

- Staffing breaks
- Staff rotations
- Pool testing requirements
- Operational tasks including but not limited to poolside cleaning, programs set up/pack up

The Senior Pool Attendant will assist the Leadership team by:

- Assisting and facilitating training and development sessions for casual staff members
- Participating (where required) in Leadership Team decision making processes
- Provide the Leadership Team with insights into staffing requests and requirements from a daily operation standpoint
- Facilitate new starter “Buddy Shift” on the job training sessions in conjunction with the Duty Supervisor

The Senior Pool Attendants will assist the casual staff by:

- Providing operational guidance and advice as requested
- Working collaboratively together to undertake the daily operational requirements

In addition to the general operational responsibilities, Senior Pool Attendants may assist with the:

- Recycling and Waste Systems at the Centre,
- Auditing, restocking of the Centre’s Cleaning and First Aid supplies
- General grounds and maintenance duties as required

Staff must comply with WHS and Return to Work SA legislation requirements and relevant WHS policies, procedures and safe work practices implemented by the City of Unley.

Key WHS Responsibilities:

- Actively support and contribute to the City of Unley's effective safety culture.
- Identify and report health and safety hazards, accidents, incidents, injuries and property damage within the workplace.
- Taking reasonable care to ensure their own safety and not placing others at risk, including appropriate use of equipment and PPE.
- Complying with the requirements of the City of Unley's WHS management system.
- Attending WHS training and following instructions and advice provided.

SAFE ENVIRONMENT:

- Comply with the City of Unley Safe Environment policy and all relevant policies and procedures.
- Notify the Department of Human Services if, on reasonable grounds, you suspect that a child has been or is being abused or neglected if the suspicion is formed in the course of your work while carrying out official duties.
- Notify the Department of Human Services if, on reasonable grounds, you suspect that an aged and/or vulnerable person has been or is being abused or neglected if the suspicion is formed in the course of your work while carrying out official duties.
- Seek advice and support from your Team Leader, Manager or the People & Culture team if a notification is required.
- Advise your Team Leader, Manager or the People & Culture team if there is a change in your criminal history status and undertake a Department of Human Services Screening every three or five years (time frame is related to specific clearance type), unless more regular screening is required for legislative purposes.

EQUAL OPPORTUNITY EMPLOYMENT

Contribute to the promotion and adherence of the employee conduct standards and in particular Equal Opportunity by adhering to the provisions of relevant legislative requirements.

Actively support and contribute to the City of Unley's organisational values.

OUR VALUES





Better Together

Looks like ...

- Everyone matters
- Embrace diversity and difference
- Work as a team
- Collaborate with others
- Show care and support
- Share information and share the load
- Celebrate the wins, and the effort to get there



Be Progressive

Looks like ...

- Adapt, experiment and try new ways
- Be agile, open and take the right risks
- Seek new information & perspectives
- Learn and grow
- Embrace challenge and take action
- Shape the future



Strive for Excellence

Looks like ...

- Deliver our best work
- Set the benchmark high
- Be the best at getting better
- Reflect, evaluate and measure
- Achieve outstanding results
- Have pride in working for local government

4. PERFORMANCE AND SKILL REQUIREMENTS:

a) Qualifications/Experience

Essential

- Current Pool Lifeguard Award certification.
- Current Apply First Aid certification.
- Current Department Human Services (DHS) Working with Children Check.
This required to be maintained with this position and held current every five (5) years.
- Current Safe Environments for Children and Young People *Through their* eyes or equivalent recognized certificate.
- Minimum 2 years' experience in Swimming Centre operations.

NOTE: Copies of the above listed qualifications/licences/certificates are required as evidence on appointment.

Desirable

- General building & grounds maintenance experience.
- Pool Operator's Certificate.

b) Knowledge

Essential

- Detailed knowledge of swimming Centre operations and practices.
- Have a detailed knowledge in First Aid procedures and practices.

Desirable

- Council policy and procedures as they relate to Swimming Centre Operations.
- Knowledge of operating requirements of swimming pool plant and machinery.
- Water treatment and testing procedures.

c) Skills

Essential

- Aquatic supervision skills.
- Proficiency in the use of Microsoft Suite of Applications, 365 and internet technologies.

d) Personal Attributes

Essential

- Ability to work in a team environment.
- Sound public relations, customer service skills.
- Have excellent communication skills in dealing with clients/user groups.
- Sound ability to manage conflict situations effectively.

By signing this position description, the employee and the employee's manager agrees that it is an accurate reflection of the responsibilities and requirements of the position:

Incumbent:

Date:

Manager:

Date: