

POSITION DESCRIPTION

CORPORATION OF THE CITY OF UNLEY

1. JOB IDENTIFICATION:

Title of Position: CASUAL POOL ATTENDANT
Business Unit: COMMUNITY CONNECTIONS
Reports to: OPERATIONS COORDINATOR
Classification: USCC1

2. POSITION OBJECTIVES:

- Ensure that all safety and hygiene criteria are met for the water and surrounds whilst on shift as the Pool Attendant.
- Maintain order, control and ensure appropriate behaviour 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.

3. KEY RESPONSIBILITIES:

- Ensure the safety and wellbeing of patrons while in the Centre.
- Maintain the general cleanliness of the pool surroundings and ensure the change rooms are cleaned to a high standard.
- Ensure supervisory patterns are adhered to according to the '*Unley Swimming Centre Pool Attendant Manual*'.
- Administer first aid and resuscitation if required.
- Assist customers and user groups with enquiries and help resolve issues they may encounter at the Centre.
- Install and remove equipment as advised by the Bookings sheet or the Duty Supervisor.
- 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 (e.g Birthday Parties). 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).
- Report breakdowns or faults in plant, machinery, and equipment to Duty Supervisor.
- Ensure property is secured at the end of the day when working a closing shift.
- Ensure all functions performed are environmentally sustainable and comply with Council's environmental policies and direction.
- Comply with Council's policies and procedures particularly those relating to OHS&W (Occupational Health Safety and Welfare).
- Demonstrate and support the City of Unley's values when working with others and the community.



Better Together



Be Progressive



Strive for Excellence

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.

Work Health and Safety (WHS) Responsibilities:

- Actively support and contribute to the City of Unley's proactive safety culture by always demonstrating safe behaviours and respectful conduct.
- Identify and promptly report hazards, unsafe conditions, near misses, injuries, incidents, aggression, or property damage to their Program Coordinator.
- Take reasonable care for their own health and safety and ensure their actions do not adversely affect the health, safety, or wellbeing of others.
- Follow all requirements outlined in the City of Unley's WHS Management System, including relevant safe work procedures and emergency protocols.
- Attend required WHS inductions, training, and briefings, and follow all instructions, guidance, and safety advice provided.
- Use plant, equipment, and personal protective equipment correctly and only for its intended purpose and report any defects or damage.
- Immediately cease work and notify their leader if they believe a task presents an uncontrolled or serious risk.
- Raise concerns respectfully where tasks, workload, behaviours, or interactions may present physical or psychosocial risk.
- Support a respectful and inclusive environment free from bullying, harassment, discrimination, or inappropriate behaviour.
- Participate in safety discussions, reviews, or improvement activities where reasonably requested.
- Comply with emergency management procedures, including evacuation and incident response instructions.

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 recognised certificate).

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

Desirable

- Experience in Swimming Centre operations.

b) Knowledge

Essential

- Detailed knowledge of first aid procedures and practices.

Desirable

- Swimming Centre operations and practices.
- Council policy and procedures relating to Swimming Centre Operations.
- Basic operating requirements of swimming pool plant and machinery.
- Water treatment and testing procedures.

c) Skills

Essential

- Ability to work effectively in a team environment.
- Sound public relations and customer service skills.
- Effective communication skills when dealing with clients and user groups.
- Ability to manage conflict situations in a calm and effective manner.

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: