

## POSITION DESCRIPTION

TITLE OF POSITION:	Pool Attendant – Relief/As Required
POSITION STATUS:	Casual
DEPARTMENT:	Town and Rural Lands Services
LOCATION:	Jundah
AWARD:	Queensland Local Government Industry Award (Stream B) – State 2017 and Barcoo Shire Council Certified Agreement
LEVEL:	2

### Barcoo Shire - The Heart of the Channel Country, Outback Queensland.

Barcoo Shire Council is the local authority for the Barcoo Shire area. The Shire is a remote rural local government area located in Central Western Queensland and covers an expanse of 60,901 square kilometres (an area about the size of Tasmania). Barcoo Shire incorporates the towns of Jundah, Windorah and Stonehenge. The total population of the Shire is approximately 265 and its administration centre is Jundah.

Council's vision is a professional organisation creating a better future for our community.

Council's mission is to serve our community through sustainable infrastructure and service delivery

Council's values are:

1. **Simplicity** – We will simplify things for ourselves and our community, and focus our efforts on the things that matter most.
2. **Transparency** – We will meaningfully engage with our community in our decision-making processes and in the delivery of our projects, services and infrastructure.
3. **Accountability** – We are all accountable for our actions, inactions, professionalism, performance and behaviour which will drive our culture of continuous improvement.
4. **Respect** – We will respect each other, our organisation, our community and our environment.

## **ABOUT YOUR ROLE**

### **POOL ATTENDANT – RELIEF/AS REQUIRED**

This position is designed to relieve on an as needed basis when the pool manager is not available and therefore you will be engaged on a casual irregular basis.

The primary purpose of this position is you will be required to maintain the Jundah community swimming pool operations and provide excellent customer service.

### **ORGANISATIONAL RELATIONSHIPS**

Reports to: Town Maintenance Manager – Jundah

### **PERFORMANCE ASSESSMENT**

- This position is subject to an annual Performance Review in accordance with Council's Performance Management System; and
- Individual performance in this position will be assessed against achievement of the Duties and Responsibilities outlined in Duties Statement.

### **POSITION REQUIREMENTS**

#### **The incumbent must be:**

- Prepared to work flexible hours to meet the requirements of the position;
- Medically fit and physically capable to meet requirements of the position;
- Prepared, if required, to undertake a medical assessment by Council's medical practitioner; and
- Prepared, if required, for Council to undertake a Criminal History Check.

#### ***Knowledge***

- Knowledge of or ability to gain knowledge of work, health and safety practices;
- Knowledge and skill of or ability to gain knowledge and skill of the principles and practices of the management and operation of a swimming pool leisure facilities;
- Knowledge and understanding of or ability to gain knowledge and understanding of swimming pool and spa chemistry, purification, filtration and health regulations; and
- Knowledge of or ability to gain knowledge of chemical handling.

#### ***Skills & Ability***

- Effective written and oral communication skills;
- Ability to operate and maintain small plant and equipment;
- Ability to identify hazards;
- Sound numeracy and literacy skills;
- Ability to work unsupervised; and
- Ability to follow direction and complete tasks within given timeframes.

### Experience/ Qualifications

- Class 'C' Driver License;
- Current Senior First Aid Certificate, Mandatory;
- Current Working with Children 'Blue Card' or willing to obtain a Blue Card prior to incumbent commencing in role;
- Willing to obtain the Bronze Medallion;
- Chemical handling qualifications, highly regarded;
- Demonstrated self-motivation, time efficiency and attention to detail;
- Demonstrated honesty and the ability to work independently; and
- Maintaining confidentiality.

### PHYSICAL REQUIREMENT ASSESSMENT FOR THIS ROLE

PHYSICAL REQUIREMENTS									
Light Duty	Frequent lifting / carrying of objects weighing up to 5kgs.					<input checked="" type="checkbox"/>			
Work	Frequent lifting / carrying of objects weighing up to 10kgs.					<input checked="" type="checkbox"/>			
Heavy Work	Frequent lifting / carrying of objects not exceeding 25kgs					<input checked="" type="checkbox"/>			
WORK ENVIRONMENT									
ATTRIBUTE			MANOEUVRE	FREQUENT	OCCASIONAL	NONE			
Chemicals	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Cold	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Dampness	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Climbing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Fumes/gases	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Twisting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Heat / Humidity	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Reaching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Heights	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	PLANT OPERATION						
Noises	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Maximum seat rating of 120kgs						
SPECIFIC ACTIONS REQUIRED				AUDIO – VISUAL DEMANDS		REPETITIVE MOTIONS			
This job may include:									
Standing/Walking		Sitting		Driving		Hearing	<input checked="" type="checkbox"/>	Foot Movement	<input checked="" type="checkbox"/>
<input type="checkbox"/>	None	<input type="checkbox"/>	None	<input type="checkbox"/>	None	Depth Perception	<input checked="" type="checkbox"/>	Fine Manipulation	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Occasional	<input checked="" type="checkbox"/>	Occasional	<input checked="" type="checkbox"/>	Occasional	Colour Discrimination	<input checked="" type="checkbox"/>	Pushing/Pulling	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	1-4 hrs	<input type="checkbox"/>	1-4 hrs	<input type="checkbox"/>	1-4 hrs	Peripheral Vision	<input checked="" type="checkbox"/>	Finger Dexterity	<input checked="" type="checkbox"/>
<input type="checkbox"/>	4-6 hrs	<input type="checkbox"/>	4-6 hrs	<input type="checkbox"/>	4-6 hrs			Simple Grasping	<input checked="" type="checkbox"/>
<input type="checkbox"/>	6-8 hrs	<input type="checkbox"/>	6-8 hrs	<input type="checkbox"/>	6-8 hrs				

### DUTIES STATEMENT

- Maintaining of the water quality and pool complex;
- Ensure cleaning of pool and complex including yard maintenance;
- Operation of chlorination and filtration equipment;
- Recording and reporting irregularities to the operation of the pool complex;
- Identify and manage any risks to the public;
- General supervision of public visitors; and
- Customer service to the public.

## **WORKING FOR BARCOO SHIRE COUNCIL**

### **RESPONSIBILITIES**

#### ***Ethical Behaviour***

Employees must:

- Perform all jobs, tasks and processes in accordance with relevant guidelines and standards;
- Operate and maintain all Council assets including plant, fleet and equipment within Council guidelines and manufacturers specifications;
- Behave in a manner consistent with Council's Code of Conduct and HR policies and the Local Government and Regulations Act 2012; and
- Maintain confidentiality of all Council information obtained during the course of employment.

#### ***Customer Service***

Employees must:

- Foster and maintain strong public relations with Council's ratepayers, clients and other bodies directly or indirectly associated with Council; and
- Provide excellent customer services to all stakeholders in accordance with Council's Customer Service Charter.

#### ***Teamwork and Participation***

Employees must:

- Establish and maintain effective professional relationships with the Chief Executive Officer, managers, supervisory staff, employees and contractors; and
- Maintain a positive team culture based on honesty, trust and integrity.

#### ***Work Health and Safety***

Employees must:

- Actively use and promote the use of council's WHS Management System 'Skytrust';
- Actively participate in programs designed to monitor and protect the health and safety of staff in their workplace and the development of a safety culture within Council
- Actively comply with provisions of the Work Health and Safety Act by taking all reasonable precautions to ensure the health and safety of self and others;
- Demonstrate a zero tolerance for unsafe practices and procedures.
- Rectify actual or potentially hazardous situations, where appropriate, in accordance with established policies and procedures; and
- Report as soon as practicable to your Supervisor/Manager - unsafe equipment, work practices or conditions - potential hazard - near misses - all injuries sustained whilst in the performance of work duties – damage to Council equipment or property.

**OTHER INFORMATION**

- Acquire and maintain current knowledge of the requirements and functions of employees and Council under the *Local Government Act 2009*.
- Barcoo Shire Council is an Equal Employment Opportunity employer;
- Council currently operates under the Queensland Local Government Industry Award (Stream B) – State 2017 and Barcoo Shire Council Certified Agreement;
- All Employees within Council are subject to an initial three-month probationary period.
- It is essential that applicants are interested in the lifestyle and unique rewards of working towards the development and prosperity of a small rural remote community.

**POSITION DESCRIPTION ACCEPTANCE**

*I agree and accept all terms, conditions and duties outlined in this document.*

**Employee Signature:**.....

**Employee Name:**..... **Date:**.....

**CEO Signature:**....

**CEO Name:**..MIKE LOLLBACK..... **Date:**.....