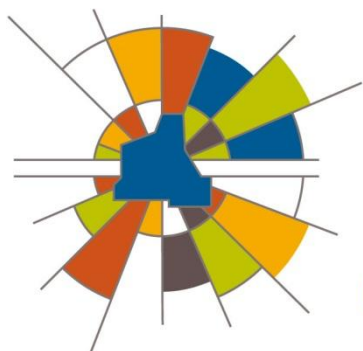




SHIRE OF
MERREDIN
INNOVATING THE WHEATBELT

POSITION DESCRIPTION

Pool Assistant

1. **TITLE and POSITION NUMBER:** Pool Assistant **(015)**
2. **LEVEL:** Level 2 /3 (depending on age, level of qualification, skills and experience) – as per LGIA 2020 (WAIRC) a registered Agreement with the WA State Industrial Commission (01/01/2023)
3. **TERM:** Casual
4. **DEPARTMENT/ LOCATION:** Strategy and Community/ Merredin District Olympic Swimming Pool
5. **HOURS:** Ordinary hours for this role can be worked between 5.00am to 10.00pm Monday to Sunday in accordance with the Local Government Industry Award 2020 (LGIA 2020 (WAIRC)).
6. **POSITION OBJECTIVES:**

Pool Assistants are responsible for supervising pools to provide a safe environment for patrons. The Pool Assistants will liaise with and assist senior staff on any matters relevant to the good working order and management of the Swimming Pool and assist the Aquatic Coordinator in the daily operations, including ensuring that the facility is clean and well presented.

7. REQUIREMENTS

- First Aid – HLTAID009,010 & 011 (Provide First Aid)
- Bronze Medallion

8. KEY DUTIES/RESPONSIBILITIES

8.1 Pools supervision duty

- Uphold the by-laws, standards of public swimming pools, supervision, safety and comfort of all users when on duty.
- Follow standardised procedures pertaining to the safety and welfare of all staff and users.
- Liaise with Aquatic Coordinator and staff on all aspects of risk management.
- When necessary, take precautionary action to overcome elements of risk.
- Maintain good public relations with casual and regular users of the facility.
- Embrace the Customer Service focus of the Shire.
- Collaborate with other staff members when required to complete assigned tasks and on other occasions where necessary.

8.2 Maintenance

- Report any breakdowns or faulty equipment to the Aquatic Coordinator.
- Maintain clean and tidy:
 - Pool and pool surrounds
 - Change areas
 - All public spaces

- Storerooms
- Equipment

8.3 Workplace Health and Safety

- Ensure that any personal workstation/ area is maintained in a safe, clean and tidy condition, so that risk of accidents occurring is reduced to a minimum.
- Exercise a duty of care to understand the need to work in a safe and effective manner, having regard to own safety and that of others.

8.4 Other

- All other Shire duties required from time to time, as requested by the relevant Manager.

9 ORGANISATIONAL RELATIONSHIPS

Responsible to: Aquatic Coordinator

Supervision of: Public user groups

Internal and External Liaison:

Internal:

Chief Executive Officer
 Aquatic Coordinator
 Sports and Recreation Coordinator
 Executive Manager Strategy and Community
 Executive Manager Corporate Services
 Executive Manager Infrastructure Services
 Other Staff and Employees

External:

Creditors/ Debtors
 Clubs and Regular Users
 Ratepayers
 General Public
 Government Departments

10 EXTENT OF AUTHORITY

Works under direct supervision of the Aquatic Coordinator. However, the incumbent may exercise judgement to plan own work within confines of standards and procedures and may make decisions in the following areas independently, without the guidance of the Aquatic Coordinator:

- Conduct spot cleaning in and around the pool deck.
- Set up and pack up equipment according to the daily schedule.

The position may exert influence in the following areas:

- Public safety issues.
- Facility security issues.

11 SELECTION CRITERIA

Essential:

- Current Bronze Medallion.
- First aid Certificate
- Ability to work supervised and within a team environment.
- Sound public relations and interpersonal skills and the ability to supervise pool patrons.
- Awareness of emergency procedures and knowledge of first aid and rescue techniques applicable to an aquatic environment.

Desirable:

- Experience overseeing the public in a similar role.
- Knowledge of aquatic sports and programs.

12 CONDITIONS OF EMPLOYMENT INFORMATION

- The staff member will be required to provide a satisfactory National Police Clearance as a condition of employment, prior to commencing duties.
- Uniforms to be provided in accordance with Shire Policies.
- Superannuation is paid as per the Superannuation Guarantee legislation and will be paid to your nominated superannuation fund.
- All staff must understand and comply with the Shire of Merredin Staff Induction, Code of Conduct, Policies and Procedures.
- All other conditions are in accordance with the indicated Award of the position.

NOTE: All parties are to sign and date the areas provided to indicate their mutual agreement of the requirement of this position.

<i>New Employee</i>	New Employee Signature (Guardian if under 18):	Date:
<i>Current Manager</i>	Managers Signature:	Date:
<i>Chief Executive Officer</i>	CEO's Signature:	Date:

