



## Paroo Shire Council Position Description

**Title:** Swimming Pool Attendant  
**Award:** Queensland Local Government Industry Award (Stream B) – State 2017, and Paroo Shire Council – Non-Operational Staff Certified Agreement 2021-2024.  
**Level:** 2  
**Department:** Community Support & Engagement  
**Location:** Cunnamulla

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### Position Objectives

As the swimming pool attendant you will provide lifeguard services to the users of the Cunnamulla Swimming Pool Complex and to maintain the pools, grounds and facilities.

### Reporting Arrangements and Delegations

- This role reports directly to the Swimming Pool Coordinator.

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### Key Selection Criteria

1. Ability to provide a high level of Communication to all Pool users and stakeholders with a focus on safety and the usage of the pools;
2. Demonstrated high level of customer service to all pool users and stakeholders;
3. Ability to assist in maintaining the pools grounds and facilities to the required standard;
4. Demonstrated ability to provide supervision and rescue services to Pool Complex Users;
5. Ability to work in a safe and healthy manner; and
6. Ability to enforce Pool Rules.

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### Skills and Experience

- Strong knowledge of a broad range of sport and recreation practices and associated tasks;
- Ability to operate and undertake minor repairs of sport and recreation equipment;
- Experience to recognise potential hazards that could be a risk to council employees or the general public;
- Experience to work alone with limited supervision and as required, and to work cooperatively as part of a team;
- Ability to reach objectives within a time frame
- High standard to communicate effectively and understand and follow written and verbal instructions with fellow team members and the public;
- Experience/knowledge to resolve minor problems on the job.

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### Qualifications

#### Essential

- Must be able to obtain and maintain the following qualifications:
  - Formal Pool Operators Certificate or ability to obtain;
  - Formal Lifeguard qualification or the ability to obtain;
  - Current First Aid Certificate; and
  - Current Blue Card (Working with Children).

- Ability to legally operate a motor vehicle under a 'C' Class Queensland Drivers Licence or higher is an essential requirement for this position.

#### Desirable

- Formal AustSwim qualifications;
- Formal Bronze Medallion qualification; and
- Chlorine Safety Training Certificate.

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### Key Responsibilities and Duties

#### Lifeguard Service

- Provide safe supervision of all pool activities;
- Assist with coordination and administration of sport and recreation activities for the community at the Cunnamulla Swimming Pool during the swimming season, specifically (but not limited to):
  - Regular squad training nights for the Cunnamulla Swimming Club;
  - School swimming lessons and training for children 18 years and under, as well as assistance at all carnivals for Sacred Heart, Cunnamulla, and Eulo State Schools;
  - Regular water aerobics for seniors, and community Lap swimming sessions Triathlon club activities; and
  - Week-end activities for Youth.

#### Maintenance

- Assist with the maintenance of the Swimming Pool complex in accordance with best practice guidelines and relevant legislative requirements.

#### Communication and Customer Service

- Recommend improvements to the system as identified that would facilitate better services to the residents of the Paroo Shire or would reduce costs in the delivery of swimming programs;
- Work effectively as a team member to assist senior staff to continuously improve work processes and develop new practices as required;
- Undertake other duties as directed, consistent with skills, competence and training;
- Provide a high level of communication to all pool users and stakeholders with a focus on safety and the usage of the pools; and
- Provide a high level of customer service to all pool users and stakeholders.

#### Work Health and Safety

- Undertake the responsibilities of pool supervision and approved Council programs during the period of the Swimming Season, managing the site in accordance with Royal Life Saving Society Australia Guidelines for Safe Pool Operation and Work Place Health and Safety Regulations 2011;
- Adhere to the Emergency Action Plan as outlined in Cunnamulla Swimming Pool Procedure Manual detailing the procedures and responsibilities in relation to routine aquatic emergency procedures and major incidents;
- Comply with Environmental Policy and Quality Policy as relevant to the position; and
- Demonstrate a commitment to Workplace Health and Safety, Council's Code of Conduct and demonstrating appropriate behaviour for a public sector employee.

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### ADDITIONAL POSITION REQUIREMENTS

The incumbent must be:

- Prepared to work flexible hours to meet the requirements of the position;
- Willing to obtain a 'Blue Card' to enable the incumbent to work with or supervise people less than eighteen (18) years of age if required;
- Medically fit and physically capable to meet requirements of the position; and

- In compliance with legislation and Paroo Shire Council Policy you will be required to provide a current National Police Check Certificate and have a Pre-Employment Health Assessment.

**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 Act 2009; 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 consistent and excellent customer services to all stakeholders.

**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.

**OTHER INFORMATION**

- Paroo Shire Council is an Equal Employment Opportunity employer;
- All Employees within Council are subject to an initial three-month probationary period; and
- 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.

**PHYSICAL REQUIREMENTS**

SEDENTARY WORK							
Light Duty	Frequent lifting / carrying of objects weighing up to 5kgs.					<input type="checkbox"/>	
Work	Frequent lifting / carrying of objects weighing up to 10kgs.					<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Cold	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Dampness	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Fumes/gases	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Heat / Humidity	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Reaching	<input type="checkbox"/>	<input checked="" 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 This job may include:				AUDIO – VISUAL DEMANDS		REPETITIVE MOTIONS	
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	<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	<input checked="" type="checkbox"/> Occasional	Colour Discrimination	<input checked="" type="checkbox"/>	Pushing/Pulling	<input checked="" type="checkbox"/>
<input type="checkbox"/> 1-4 hrs	<input 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	<input type="checkbox"/> 4-6 hrs			Simple Grasping	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs				

**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.....*

*Date.....*