



POSITION DESCRIPTION

SECTION 1 – POSITION IDENTIFICATION

Title:	Aquatic Attendant
Department:	Infrastructure Assets
Responsible to:	Recreation Centre Manager
Position:	Casual
Hourly Rate:	Up to \$25 per hour depending on experience and qualifications
Classification:	<i>Municipal Employees (Western Australia) Interim Award 2011 - Level 3</i>

SECTION 2 - POSITION FUNCTION

Purpose

As a member of the Shire of Halls Creek Aquatic Centre Team, you will primarily be operating within the sporting precinct delivering high quality of Aquatic Supervision, Drowning Prevention, Risk Management and Centre Operations.

Under direction of the Recreation Centre Manager apply best efforts to other duties and requirements that may include more than just within the Aquatic Centre boundaries, to ensure that the overall operation of the Recreation Centre is efficient and functional for the whole of the work scope in a Shire wide operation.

SECTION 3 - KEY DUTIES & RESPONSIBILITIES

Centre Operations

Follow operational checklists and facility management policies to ensure all areas of the Centre are kept tidy, clean and appropriate; before, during and after Centre operations.

Aquatic Supervision

Ensure all aquatic supervision and safety rules are carried out in the highest ability. Communicate with the Recreation Centre Manager and other Shire Staff any faults, risks or hazards.

Aquatic supervision will require staff to use professional and appropriate communication to ensure safe use of the aquatic environment.

Safety rules will be implemented to avoid any risks and hazards from centre operations.

Occupational Health and Safety

Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work.

Ensure compliance to the Western Australia Code of Practice 2020 and the Centres Operational Manual are adhered to. Ensure all information regarding, at risk or near misses are communicated to the Recreation Centre Manager for appropriate handling and correction.

Ensure the Centres water is tested within the agreement of a Group 1 Facility and readings are notified to the Recreation Centre Manager for correction to promote safe usage of the Centres aquatic environment.

Uphold a minimum of CPR and First Aid certificate or Bronze Medallion or Lifeguard certificates. Staff should be reminded that within the Aquatic Environment an appropriate level of fitness is needed to keep patrons safe and from harm.

Other

Undertake some manual work as Centre Operations requires items to be moved, rooms to be sanitised and chemical storage to remain clean and all fire exits and emergency routes to remain clear.

Other special projects and duties as directed.

Relationships and Communications

Actively build relationships with the immediate team and organisation wide.

Look to provide and support all requests across the organisation to facilitate on grounds needs.

Provide a positive and supportive approach to the role and take on an active role in becoming an ambassador for the shire.

Contribute to the overall communications strategy of the shire to demonstrate and highlight the work undertaken by the relevant teams

SECTION 4 - SELECTION CRITERIA

<p>Essential:</p>	<p>Skills Well-developed customer service and interpersonal skills. Ability to work as part of a team. Good level of self confidence to support enforcement of safety rules. Reliable time management. Honest communication.</p> <p>Knowledge Working knowledge of the operation and practices of an aquatic and recreation centre. Program implementation and supervision. Lifesaving skills. Risk management.</p> <p>Experience Experience in Local Government or similar organisations in a Sport and Recreation Department, Experience in Sport and Recreation; Aquatic Centres.</p> <p>Qualifications and/or Training Qualifications and/or relevant experience in Lifeguarding and Pool Plant Operations. Current First Aid qualifications. Current Lifeguard Certifications. Current Bronze Medallion. Working With Children Card or ability to obtain.</p> <p>The successful candidate will be placed through their trainings as a requirement for Centre Operations.</p>
<p>Shire Policy Requirements</p>	<p>Police Clearance It is a requirement for all employees of the Shire of Halls Creek to provide a National Police Clearance (at interview or within 3 months of appointment) and maintain a clear record as it pertains to the requirements of the role, duties and obligations of the position.</p>

SECTION 6 - APPOINTMENT FACTORS

Location	Shire of Halls Creek, HALLS CREEK, WA 6770.
Organisational Relationships	Internal and External Liaison: Internal All Council Staff External General Public, Local Services Contractors and Suppliers on occasions.
Extent of Authority	Nil.
Delegation Authority	Nil.
Employment Terms	A Probationary period of 3 months will apply to this position in accordance with Shire policy.

SECTION 7 - CERTIFICATION

The details contained in this document are an accurate statement of the purpose, duties and role specifications and other requirements of the position.

 Director of
 Infrastructure and
 Assets

 Date

Jackie Parker
Director of Infrastructure and Assets

I have read and understood the requirements of the position as detailed in this document.

 Employee

 Date Appointed