
Diamantina Shire Council

POSITION DESCRIPTION



SUSTAINABLY DEVELOPING THE OUTBACK

1.0 TITLE:	Person in charge – municipal baths
2.0 AWARD:	Queensland Local Government Industry Award – State 2014
3.0 WAGE LEVEL:	3.3
4.0 STREAM	General
5.0 GROUP	Operations
6.0 DEPARTMENT:	Corporate and Community
7.0 BRANCH:	Community Development
8.0 LOCATION:	Birdsville

1.0 POSITION OBJECTIVES

Supervise the Birdsville pool environment and occasional council supported events at other locations as required. Ensure the highest standard of public supervision and safety and liaise and communicate in a positive manner with the broader community whilst contributing to a fun and enjoyable experience for pool users

2.0 REQUIREMENTS OF THE JOB

a) Skills

- Well-developed time management and organisational skills;
- Ability to plan and coordinate sporting / recreational programs for individuals, the community and the region;
- Ability to demonstrate professionalism, motivate community & promote a strong work ethic;

b) Knowledge

- Comprehensive knowledge of the sports and recreation industry;
- Working knowledge & familiarity of sporting facilities management / operations;
- Sound understanding of applicable statutory requirements, Codes of Practice, and Industry Standards;

c) Experience and/or Qualifications

- Royal Life Saving Society Bronze Medallion and current first aid certificate required
- Current working with children Blue Card
- Experience working in an aquatic or leisure centre environment, preferably as a Pool Lifeguard.

Note: This position will involve work on weekends and after normal business hours.

3.0 KEY DUTIES / RESPONSIBILITIES

1. Undertake daily operations including the amenities, storage areas, pool, and pool surrounds;

2. Co-ordinate with other staff to ensure appropriate operating times, rosters and supervision requirements;
3. Supervise the running of public sessions at the Birdsville State School Swimming Pool or other venue as required.
4. Facilitate the provision of 'hands-on' coaching and instruction services to individuals and groups where appropriate qualifications are held;
5. Optimise the Council's position and standing by committing to the principles of safety, quality, continuous improvement and ethical leadership;

Note: An employee may be directed to carry out such duties as are within the limits of the employee's skill, competence and training. All employees have a legal obligation and are required to observe Council policies and procedures in relation to Code of Conduct, Confidentiality, Anti-Discrimination, Equal Employment Opportunity; Workplace Health & Safety; Employee Welfare; the Environment and Service Delivery Standards. Employees must also fulfil all recordkeeping responsibilities in accordance with relevant Information Standards and associated guidelines.

4.0 KEY SELECTION CRITERIA

1. R.L.S.S.A Bronze Medallion, or the ability to quickly complete this qualification.
2. First Aid certificate (provide copy with application).
3. Experience working in an aquatic and leisure centre environment.
4. Sound knowledge of pool supervision, water safety, water education, first aid, resuscitation and rescue techniques and public safety requirements.
5. Ability to implement the highest standards of public supervision and safety.
6. Commitment and ability to deliver quality customer service.
7. Excellent verbal communication skills.
8. Efficient management of time and work priorities.
9. No relevant criminal record found in a police check.

Note: As part of any recruitment for this position, Council may require the applicant to undertake a Criminal Records Check, Working with Children Check, Physical fitness /medical test, drug or alcohol test, relevant skill test, personality profile and /or psychometric testing prior to appointment. It is a condition of employment with DSC that all applicants agree to this requirement before appointment. Some positions require incumbent to undergo mandatory immunisation or provide medical documentary evidence of suitable immunisation as the work environment may involve exposure to areas identified as "at risk" work areas.

5.0 ORGANISATIONAL RELATIONSHIPS / ACCOUNTABILITY

Reports to: Community Development Coordinator

Internal Liaisons: All Council Departments

External Liaisons: Department of Education, Birdsville State School Principal, Federal, State and Local Government authorities as appropriate, suppliers and contractors, Councillors, community members/groups, and members of the general public.

6.0 EXTENT OF AUTHORITY

As per Council's Delegation Register

Prepared by: Nicole Schellback
Community Development Coordinator

Supervisor: Nicole Schellback
Community Development Coordinator

Approved by: Leon Love
Chief Executive Officer

I, [Name] have read and understood this Position Description – **Person in charge – municipal baths** and accept the objectives and responsibilities of this position.

Signed: _____

Date: ___/___/___

Print name: _____