

POSITION TITLE:	POOL ATTENDANT
SECTION	GRALC
DIRECTORATE:	BUSINESS, CULTURAL AND FINANCIAL SERVICES

1. REMUNERATION

Grade 7 of the Griffith City Council Salary System

2. REPORTING STRUCTURE

a) **Directly responsible to:**
Senior Pool Attendant
Leisure Services Manager

b) **Positions directly reporting to this position:**
Nil

3. PURPOSE

The Pool Attendant is to ensure the safety and wellbeing of patrons whilst attending the Aquatic Centre, and that all rules and regulations are complied with. They are also to ensure the safe, effective and efficient operation and safe utilization of the facility benefiting the Community.

4. RELATIONSHIPS

The following are examples of relationships that it is anticipated the position will have:

Internal

- Swimming Coordinator
- Other Pool Attendants
- Swimming Instructors
- Cashiers/ Customer Service

External

- Royal Life Saving Association of Australia
- Patrons
- Emergency Service



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5. CORPORATE ACCOUNTABILITIES AND RESPONSIBILITIES

Policies and Procedures	• Comply with Local Government (State) Award • Comply with Council's Code of Conduct, Policies and Procedures at all times • Maintain organisational confidentiality • Comply with the requirements of Anti-Discrimination legislation, including Equal Employment Opportunity and all legislative requirements relevant to the position
Customer and Community Relations	• Ensure an efficient, courteous and professional service to internal and external customers at all times • Present a positive image of Council at all times
Work, Health and Safety	• Ensure all work is performed in accordance with requirements of Work, Health and Safety policies, procedures and legislation • Report all incidents, hazards and risks to the immediate supervisor • Maintain and use personal protective and safety equipment as applicable to the role • Actively participate in Work, Health and Safety activities
Teamwork	• Actively participate as a member of the relevant Council section and department • Promote and maintain harmonious relationships in the workplace
Yes We Can	• Demonstrate a positive, solution-focused mindset by approaching challenges with confidence, identifying practical solutions, and working collaboratively to achieve outcomes • Act in accordance with Council's values through respectful interactions, effective communication, team work and a proactive approach to achieving positive outcomes
Record Keeping	• Ensure accurate and timely record keeping in accordance with Council's requirements
Training and Development	• Actively participate in Council's training and development programs as required
Continuous Improvement and Innovation	• Promote the development of more efficient work practices
Environment	• Consider the protection of the environment when undertaking all Council activities • Consider the protection of the environment in decision making and in the undertaking of all Council activities
General	• Perform other duties as required consistent with the level of competencies of the position • Ensure efficient and appropriate use of Council resources when carrying out work • Accomplish tasks while working under limited / minimum supervision



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6. PRINCIPAL ACCOUNTABILITIES

- Monitor and ensure the safety and wellbeing of patrons in accordance with Council policies, GRALC Supervision Plan and GRALC Pool Attendants Manual
- Perform water quality testing to NSW standards as per instruction and immediately refer any abnormal results to supervisor/manager.
- To constantly monitor and ensure ongoing maintenance and cleansing of the entire facility to meet required standards.

7. KEY DUTIES

- Maintain supervision of patrons using the aquatic facilities, intervene to prevent injury and react to emergencies within the centre in line with GRALC Emergency Procedures.
- Maintain written & electronic logs, diaries and check lists.
- To adhere to and promote pool signage and directions as per "Pool Code of Behaviour" at all times. Using the disciplinary policy as set out in the pool attendants manual
- To maintain at all times a thorough knowledge of the GRALC Supervision Plan, GRALC Pool Attendants Manual, GRALC Emergency Procedures & EAP and contribute to regular reviews of these procedures.
- To immediately report any vandalism, plant breakdown or any maintenance issues requiring attention to senior staff.
- Be proactive in identifying, controlling and eliminating risks in the workplace.
- Understand the use of common pool chemicals to maintain cleanliness of pool and surrounds as delegated by pool supervisor or senior staff
- Ensure the cleanliness of the centre and pool deck area is satisfactory at all times.
- Assist in the cleaning of all toilets, showers, hand basins, mirrors, pool deck and any other areas as directed by management. Empty garbage bins and regularly wash sulo bins as required.
- Ensure all deck is free of algae, litter and debris. Ensure regular high-pressure cleaning schedules are to be adhered to.
- Install and remove pool equipment including lane ropes, as per request and booking sheet demands.
- Liaise with reception staff regarding pool bookings to anticipate pool demands and prepare area accordingly.
- Promote a positive image of the Centre in a helpful, polite and courteous manner. Portray and conduct yourself in a professional manner when dealing with the public and other staff.
- Undertake additional duties as required in the absence of the Senior Pool Attendant.
- Understand and abide by the organizational structure of the Griffith City Council.



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8. COMPULSORY REQUIREMENTS OF THE POSITION

- This position is considered “Child Related Employment” and the successful candidate will be required to undertake a working with children check and achieve a satisfactory outcome.
- The successful candidate will be required to undertake a pre-employment functional assessment (including a drug and alcohol test) and achieve a satisfactory outcome.
- It is an inherent requirement of this position the successful candidate be immunised as one form of control in order to minimize workplace illness/disease. The following vaccinations are required Hepatitis A, Hepatitis B and Tetanus and will be arranged upon commencement.

9. KEY SELECTION CRITERIA

ESSENTIAL

- Provide a current NSW WWCC number for validation
- Hold a current Pool Lifeguard Certification
- Hold a current First Aid Certificate

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- Demonstrated sound verbal communications
- Safe Chemical Handling Certification
- Confined Spaces certificate

10. CRITICAL PHYSICAL FACTORS

Described below are the critical physical factors (CPF) associated with this role. The CPF are an indication of the types of duties expected of an employee fulfilling this role. Employees and candidates should be aware that they may be required to perform tasks up to and including these CPF as an inherent requirement of their employment.

KEY

- OOccasional: exposure to the physical factor less than twice a week on average
FFrequent: exposure to the physical factor 3 - 4 times a week on average
CConstant: exposure to the physical factor more than 5 times a week on average
RRepetitive: exposure to the physical factor multiple times in an hour
N/ANot Applicable
≡Winter
✱Summer



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Demands	Description	Frequency				
		O	F	C	R	NA
Physical Demands of Job Tasks						
Kneeling/Squatting	Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels	X				
Leg/Foot Movement	Tasks involve use of the leg and or foot to operate machinery	X				
Hand/Arm Movement	Tasks involve use of hands/arms - e.g. stacking, reaching, typing, mopping, sweeping, sorting, and inspecting.				X	
Bending/Twisting	Tasks involve forward or backward bending or twisting at the waist.				X	
Standing	Tasks involve standing in an upright position without moving about				X	
Driving	Tasks involve operating any motor-powered vehicle					X
	Tasks involve driving vehicle on unsealed roads.					X
Sitting	Tasks involve remaining in a seated position during task performance					X
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended.					X
Walking/Running	Tasks involve walking or running on even surfaces			X		
	Tasks involve walking on uneven surfaces	X				
	Tasks involve walking up and / or down slopes			X		
	Tasks involve walking whilst pushing/pulling objects			X		
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees, onto plant		X			
	Tasks involve climbing over or under machinery					X
Working at heights	Tasks involve making use of ladders, foot stools, scaffolding, etc. anything where the person stands on an object other than the ground.	X				
Lifting/Carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms		X			
	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms for an extended period - e.g. whipper snipper.		X			
	1. Light lifting/carrying (0-9 Kg)					X
	2. Moderate lifting/carrying (10-15 Kg)					X



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Demands	Description	Frequency				
		O	F	C	R	NA
	3. Heavy lifting/carrying (16 Kg and above)				X	
Restraining	Tasks involve restraining animals / objects					X
Pushing/Pulling	Tasks involve pushing/pulling hand powered objects away from or towards the body. Also includes striking or jerking. - e.g. hammer, hoe.		X			
	Tasks involve pushing/pulling powered objects away from or towards the body. Also includes striking or jerking. - e.g. chainsaw, whipper, snipper, jackhammer, drills, grinders.					X
Grasping	Tasks involve gripping, holding, clasping with fingers or hands.	X				
Manual Dexterity	Tasks involve fine finger movements - i.e. keyboard operation, writing, tightening a nut.	X				
Sensory Demands of Job Tasks						
Sight	Tasks involve use of eyes (sight) as an integral part of task performance - i.e. looking at screen/keyboard in computer operation, working in dark environment, etc.			X		
Hearing	Tasks involve working in a noisy area - e.g. boiler room, kitchen, workshop and/or operation of noisy machinery/equipment			X		
Smell	Tasks involve the use of the smell senses as an integral part of the task performance - e.g. working with chemicals			X		
Exposure to Chemical Hazards						
Dust	Tasks involve working with dust - e.g. sawdust			X		
Gases	Tasks involve working with gases			X		
Fumes	Tasks involve working with fumes - i.e., which may cause problems to health if inhaled.			X		
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made with skin - e.g. dermatitis			X		
Working Environment						
Temperature	Tasks involve working in temperature extremes and exposure to outdoor elements - e.g. working in a cool room, working outdoors, boiler room				X	
Confined Spaces	Tasks involve working in confined spaces which may affect individuals with claustrophobia				X	



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11. AUTHORITY TO ACT

Delegations set out in the Council's delegation register or made by the General Manager.

12. AMENDMENT TO THIS POSITION DESCRIPTION

This position description may be amended from time-to-time and any changes will be communicated in writing.

Position Description Updated: Aug 2026

Job Evaluation Assessment Date: May 2012

ACKNOWLEDGEMENT

This Position Description is a broad description of the accountabilities, duties and required capabilities relating to this Position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operation requirements.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Council from time to time as necessary.

Employee Name:	
Signature:	
Date:	



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