



CARRATHOOL SHIRE COUNCIL

'Promoting our future through diversity'

TOWN MAINTENANCE OPERATOR / POOL ATTENDANT – ISTM165

Council is seeking a suitably qualified and motivated individual for a Permanent Town Maintenance Operator / Pool Attendant position.

The Town Maintenance Operator / Pool Attendant key functions will be to clean and maintain the parks, gardens and public facilities in Hillston and to support the operation, patron supervision, maintenance and enhancement of Council's public swimming pool during pool season.

This full time position is based at Hillston. Hours of work are approximately 38 hrs pw. Salary will be in the range of \$926.34 to \$996.36 per week dependent upon skills, qualifications and experience.

If you do not possess the required Royal Life Saving Society of Australia Pool Lifeguard Licence but are willing and able to train for it, Council will provide the training to the successful candidate.

To obtain further information please visit www.carrathool.nsw.gov.au/council/positions-vacant

If you have any questions about the role, please contact Bert Breuling on 0429 651 348

Applications should be marked with the position number and be addressed to the General Manager.

Applications close 4pm on Friday, 20 September 2019.

Rick Warren, General Manager PO Box 12, Goolgowi NSW 2652
02 6965 1900 www.carrathool.nsw.gov.au



Position Description

Position Title:	Town Maintenance Operator / Pool Attendant
Department:	Infrastructure Services
Classification:	Grade 5 Carrathool Shire Salary System
Employment Condition:	Local Government (State) Award
Additional Benefits:	Rostered Day Off
Basis of Employment:	Permanent Full Time 38 hours per week

All employees of Carrathool Shire Council are expected to provide the highest standards of performance and customer service to ensure Council proudly upholds values of **Respect, Service, Integrity, Teamwork and Sustainability** in its daily operations.

POSITION PURPOSE

To undertake routine and reactive maintenance work to ensure parks, reserves and facilities are maintained in a safe and attractive way to enhance the image of the town and to support the operation, patron supervision, maintenance and enhancement of Council's public swimming pool during pool season to ensure a safe environment for all patrons.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Town Services Overseer
Direct reports:	Nil
Internal Liaisons:	All Council staff
External Liaisons:	Members of the Public

CORPORATE ACCOUNTABILITIES AND RESPONSIBILITIES

Customer Service

- Ensure an efficient, courteous and professional service to internal and external customers at all times.
- Present a positive image of Council at all times.

Governance

- Carry out work in line with relevant legislative requirements, codes, practices and standards.
- Carry out their duties in a professional and ethical manner, in compliance with the requirements of Council policies and procedures.
- Take responsibility for and manage own work and contribute to a productive work environment.
- Comply with Council's Code of Conduct and requirements of EEO and anti discrimination policies.
- Ensure accurate and timely record keeping in accordance with Council's requirements

Work Health and Safety

- Perform work in accordance with WHS Legislation and Council's Policies and procedures.
- Report all Near Misses/ Accidents, Injury & illness as per Council policies to the immediate supervisor.

- Contribute to work health and safety of self and others.
- Attend and participate in all training as directed.

Risk Management

- Assist council supervisors and managers in identifying and assessing hazards at the workplace.
- Be aware of and follow Council's risk management procedures when undertaking tasks or projects.
- Do not interfere or misuse any safety device or equipment which has been provided.

Environmental Responsibilities

- Consider the protection of the environment when undertaking Council activities.

KEY ACCOUNTABILITIES AND DUTIES

1. Carry out general gardening duties, including planting, pruning, watering, mowing, chemical applications, turf and street tree maintenance.
2. Clean and maintain public amenities and conveniences and ensure toilets and change rooms are periodically checked and cleaned at least once a day at the swimming pool.
3. Operate Council's machinery and small plant items in a safe manner.
4. Empty litter bins and sweep and clean gutters and other public areas to provide effective litter control.
5. Install, repair and maintain playground equipment and soft fall areas to ensure the facilities are safe working appropriately.
6. Install and maintain irrigation systems to ensure effective use of water resources.
7. Maintain the cemetery lawns and gardens to ensure facility is attractive.
8. Clean and maintain Council's controlled facilities (e.g Offices, depots etc) to ensure facility is free from weeds and rubbish.
9. Maintain the waste depot at a standard appropriate with environmental guidelines.
10. Ensure traffic control measures meets minimum standard requirements at all times.
11. Slash grass and spray markers at the aerodrome and spray and control weeds and vegetation as directed.

Pool Attendant Duties

12. Ensure complex and lifesaving equipment are checked prior to opening.
13. Collect entrance fees and/or check annual passes of patrons prior to entry with money to be returned to Council's office for receipting.
14. Ensure pools are kept free of debris and keep surrounding grounds watered, if required, tidy and free of litter and place or remove pool vacuum cleaner in pool as directed by Water and Sewer staff.
15. Actively patrol, observe and supervise activities of patrons at the complex and enforce pool rules as displayed on noticeboards using appropriate judgement to expel patrons if necessary.
16. Take appropriate action and attend to any accident or emergency situation and ensure completion of Incident Report Forms as required (including misconduct of patrons, closure due to weather, accidents etc).

17. Complete daily, weekly and monthly checklists and maintain statistical records including pool usage and water temperature.
18. Close pool when warranted (e.g. inclement weather, low patronage).
19. Monitor supplies and cleaning materials and advise Overseer or Storeperson when supplies are low.
20. Check, lock and secure complex prior to leaving.
21. Carry out other duties that are within the limits of the employee skills, competence and ability as required.

COMPULSORY REQUIREMENTS OF THE POSITION

- The successful candidate will be required to undertake pre-employment screening and achieve a satisfactory outcome.
- It is an inherent requirement of this position that the successful candidate be immunised as one form of control in order to minimise workplace illness/disease. The following vaccinations are required and will be arranged upon commencement – Hepatitis A and B and/or Tetanus
- Be available for on-call rostered overtime and/or call back emergencies outside normal working hours.
- This position is considered to be 'Child Related work'. The successful candidate will be required to undertake a Working with Children Check (WWCC) and achieve a satisfactory outcome.

SELECTION CRITERIA

Essential

1. Experience in general garden maintenance and labouring activities.
2. Working ability to operate and maintain gardening equipment and small items of plant.
3. Demonstrated knowledge of safe manual/mechanical handling procedures and skills.
4. Working ability to operate a tractor with implements.
5. General Induction for Construction certificate (Whitecard).
6. Class HR drivers' licence.
7. Demonstrated ability to be self-motivated and work unsupervised.
8. Excellent verbal communication skills with ability to apply strategies for negotiation and conflict resolution.
9. Previous cash handling and reconciliation skills.

Desirable

1. Chemical Accreditation – AQF Level III.
2. Qualifications in Traffic Control.
3. Certificate III in Horticulture or related discipline.
4. Royal Life Saving Society of Australia Pool Lifeguard Licence.
5. Bronze Medallion certification.

- 6. First Aid certification.
- 7. Previous experience in swimming pool operations.

Declaration	
<p>In signing this declaration I acknowledge that I, _____ , have been advised of the requirements, terms and conditions of appointment to this position based on this Position Description.</p>	
Signed: _____ <div style="text-align: center; margin-top: 5px;"><i>Employee</i></div>	Date: _____
Signed: _____ <div style="text-align: center; margin-top: 5px;"><i>Human Resources Representative</i></div>	Date: _____

Please note that Position Descriptions are under constant review and may be changed, after consultation, to reflect organisational requirements at any time.

REVISION

Date	Amendment
August 2017	Review
August 2019	Combined Town Maintenance / Pool Attendant

Job Demands

PHYSICAL DEMANDS		Freq.
Sitting	Remain in a seated for an extended period of time	O
Standing	Standing in an upright position without moving about	I
Walking /Running	Walking or running on even surfaces	R
	Walking or running on uneven surfaces	R
	Walking up or down steep slopes	O
	Walking whilst pushing objects	F
Bending/Twisting	Forward or backward bending or twisting at the waist	R
Kneeling/Squatting	Flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels	C
Squatting/Crouching	Squat or crouch posture to perform tasks	C
Leg / Foot Movement	Use of leg and / or foot to operate machinery	F
Climbing	Climbing up or down stairs, ladders, scaffolding etc	O
	Climbing under or over machinery	F
Lifting/Carrying	Raise or lower objects from one level or position to another while holding the object (eg whipper snipper)	C
	Light lifting and carrying: 0 – 9 kgs	C
	Moderate lifting and carrying: 10 – 15 kgs	F
	Heavy lifting and carrying: 16 kgs & above	I
Reaching	Reaching overhead with arms raised above shoulder height or forward reaching with arms extended	F
Pushing/Pulling. Restraining	Using force to hold / restrain or move objects toward or away from the body	C
	Pushing/pulling objects also includes striking or jerking	O
Hand/Arm Movements	Use of hands/arms eg stacking, reaching, typing, sweeping, sorting, mopping and inspecting	R
Grasping	Gripping, holding, clasping with fingers or hands	R
Manual Dexterity	Fine finger movements – keyboarding, writing, tightening a nut	F
Work at Heights	Using ladders, footstools, scaffolding, or other objects to perform work or any work where person stands on an object other than the ground	I
Driving	Operating any motor powered vehicle/plant	R
	Operating any motor powered vehicle on unsealed road	O
Head/Neck Postures	Holding head in a position other than neutral (facing forward)	O
	Repetitive movements of hands and arms	F

SENSORY DEMANDS		Freq
Sight	Sight is an integral part of work performance, eg. computer operation, work at night	R
Hearing	Environmental / noisy area e.g workshop, machinery	R
Smell	Smell is an integral part of work performance, eg. Working with chemicals	C
WORKING ENVIRONMENT		Freq
Dust	Exposure to atmospheric dust eg sawdust	C
Gases	Working with explosive or flammable gases	N/A
Fumes	Exposure to noxious or toxic fumes	O
Liquids	Working with liquids that may cause skin irritations if contact is made	C
Biological Hazards	Exposure to body fluids, bacteria, infectious disease , waste, garbage etc.	C
Extreme Temperatures	Environmental temperatures are less than 15 °C or more than 35 °C	R
Sunlight	Risk of sunburn exists from spending more than 10 minutes per day in sunlight	R
Slippery / Uneven Surfaces	Greasy or wet floor surfaces, ramps, uneven ground	R
Confined Spaces	Claustrophobic work	N/A
Hazardous Substance	Handling, transporting, storage of hazardous substances	N/A
PSYCHOSOCIAL/PSYCHOLOGICAL DEMANDS		Freq
Customer service involving interacting with distressed or angry people		OI
Interacting with people with mental illness / disability		O
Working with dead or injured animals		N/A

EXPOSURE TO FACTOR - FREQUENCY KEY:

R	Repetitive	Multiple times in an hour
C	Constant	On average more than 5 times per week
F	Frequent	On average 3-4 times per week
O	Occasional	On average less than twice a week
I	Infrequent	On average once a month or less
N/A		Not relevant

Definition: Extended Period – More than one hour at a time