

Orroroo Swimming Pool – Plant Room and Grounds Maintenance

POSITION DESCRIPTION

Position Title	Orroroo Swimming Pool – Plant Room and Grounds Maintenance	Reports to and Under Direction of	Coordinator Works and Engineering Services and General Manager Business and Finance
Department	Works and Engineering Services	Status	Casual – Seasonal based on Swimming Pool Season and operations
Position Classification	Level 4 – Grade 1 of the LG Employees Award + 25% Casual Loading	Roles reporting to this position	Nil
Key stakeholders	- Coordinator Works and Engineering Services & General Manager Business and Finance - Community and users of the facility - Other Seasonal Pool operation staff		
Special Conditions	- Drivers licence – current Class “C” - General employment probity (National Police Check) and Working with Children Check - Current First Aid Certificate and CPR - Certified Pool Operator Certificate or willingness to obtain (Required) - The role is located at the Orroroo Swimming Pool - Must have the right to live and work in Australia.		
Extent of Authority	Operates under direction of the Coordinator Works and Engineering Services within established delegations (as applicable), guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act 1999 and other legislation.		

Position Purpose

The role of the Orroroo Swimming Pool – Plant Pump Room and Grounds Maintenance is to:

- Maintain the safe and effective operations of the swimming pool plant pump room to meet water quality health standards, guidelines and legislation.
- Maintain the amenity and grounds of the pool to ensure compliance with safety and operational standards
- Ensure completion of all recording of maintenance and operation of the pool in accordance with operational instructions.



Our Vision and Strategic Pillars

Vision

We are a proud community, and our vibrancy makes us resilient. Our residents, businesses and visitors prosper from our beautiful landscape, health environment and well serviced regional centre.

Strategic Pillars

Prosperity

A strong and diversified local economy.

Lifestyle

Healthy, connected and empowered communities with the services they need.

Leadership

Informed decision making, strong advocacy and adaptive with change.

Landscape

A healthy, productive environment supported by best practice.

Our Staff Values

Diversity; Trust; Honesty; Ethics; Productivity; Communication; Respect; Appreciation; Pride; Excellence; Compassion; Empathy; Approachable; Dependable; Humour; Tolerance; Teamwork; Integrity; Leadership.

Key Responsibilities and Outcomes

Function	Descriptor
Plant Pump Room Operations	- Responsible for the operation of the plant pump room and water testing on a daily basis to ensure water quality meets health standards and legislation - Accurate recording of daily water testing and plant pump room operations in Council's Skytrust system - Monitor inventory of plant room to ensure adequate supplies are maintained. Orders are to be placed through the Administration Office
Swimming Pool, Grounds and Buildings	- Mowing and watering of the grass areas and general maintenance of the grounds during the opening season - Cleaning of swimming pool to ensure the effective removal of debris - Removal and installation of the swimming pool thermal blanket as required - Assist with maintenance of buildings, amenities and surrounds as required. - Maintain equipment associated with the maintenance of the swimming pool and grounds
Key Outcomes	- Perform delegated tasks executed within agreed standards, operational plans, quality and timeframes. - Maintenance issues are prevented, fully resolved or appropriately escalated to the Coordinator Works and Engineering Services in a timely manner. - Timely and accurate reporting of incidents, hazards and near misses utilising the Skytrust System. - Timely completion of plant, equipment, workplace assessments and other related inspections within the Skytrust System, including corrective actions - A positive team culture is developed and maintained. - Compliance with all mandatory obligations, policies and procedures is maintained. - Mandatory compliance with all WHS standards, policies and procedures. - Ensure Council Human Resource policies and procedures are adhered to at all times
Work Health and Safety (WHS)	To take reasonable care of their own safety and that of others at work.

- To obey all instructions from their supervisors issued to protect their own personal health and safety and that of others and not to perform any procedure or task unless they have received appropriate training and instruction.
- To take such action as is within their competence and responsibility to report or make such recommendation to a higher level as they deem necessary to avoid, eliminate or minimize hazards of which they are aware in regard to working conditions or methods.
- To report any accident, injury or near miss which arises in the course of their work. And also to provide input into solutions for resolving them.
- Actively participate, when required, in a rehabilitation or amended work program and support any member of your workgroup that may be under this type of program.
- To keep work areas in a safe condition.
- To ensure that they are not, by the consumption of alcohol or a drug, in such a state to endanger their own safety or that of others. And report any prescribed medication that may adversely affect your performance.
- Follow approved policy, procedure and practices, including use of safety devices and protective equipment where required.
- To not interfere with, remove or displace any safety guards, safety devices or protective equipment unless it is as part of an approved maintenance or repair procedure.
- To take part in the election of Health and Safety Representatives for your workgroup and be supportive of their role.
- Support and take active part in consultative activities, including meetings, training, risk assessments, workplace inspections, safe work procedure reviews, policy reviews and daily safety analysis worksheets.
- Ensure that record keeping requirements are met including, completion and return of medical, induction, incident, hazard and training documentations, documentation of start-up checks, equipment maintenance, daily safety worksheets, road work records.

Required Capabilities

Core Capabilities	Descriptor
Behaviour, Networks and Relationships	• Trustworthy, reliable, and dependable and acts with initiative. • Good time management skills • Works collaboratively and develops productive working relationships with colleagues. • Takes ownership for actions and is accountable for individual results. • Positive and personable in approach with other team mates and customers. • Demonstrates appropriate and professional workplace behaviour in accordance with the Code of Conduct.
Communication	• Communicates effectively with a wide range of people, adapting style to match the audience and situation. • Communicates ideas clearly and confidently both verbally and in writing. • Recognises and listens to verbal, electronic or hand-written instruction and is competent in following direction
Knowledge and Skills	• Working knowledge of plant and equipment (mowers, line trimmers, pool cleaning equipment). • Working knowledge of swimming pools and irrigation systems is desirable.
Experience and Qualifications	• Previous experience in swimming pool and plant pump room operations is desirable but not essential • Qualifications in Swimming Pool Plant Room operations desirable and/or willingness to obtain.

Acknowledgement

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Employee Name		Coordinator Works and Engineering Services	
Signature		Signature	
Date		Date	