



BOULIA SHIRE COUNCIL Position Description

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| TITLE: | Casual Sports Centre Attendant |
| AWARD: | Qld Local Government Industry Award - State 2017 |
| STREAM: | (B) |
| SALARY LEVEL: | Indoor Sports Centre Attendant Level 2 |
| DEPARTMENT: | Community, Services |
| RESPONSIBLE TO: | Manager, Community Services |

ORGANISATIONAL RELATIONSHIPS

Internal:

- The Community Services Manager
- Other managers and Council staff, including casual cleaning and relief staff.

External:

- Professional sporting/swimming bodies & associations,
- Boulia Social Club,
- Educational & community bodies & associations,
- Other clients, visitors and members.

POSITION OBJECTIVES

- Oversee and promote the facilities and services of the Boulia Sports and Aquatic Centre.
- Actively encourage participation in sports activities in the community and utilisation of the sports and recreational facilities.
- Assist in the coordination of recreational activities for the Boulia community and wider region.

KEY RESPONSIBILITIES

- Promote use and awareness of sporting facilities, team sports games, pool, sporting and gym equipment.
- Maintain the general tidying/cleaning of the facilities, pool, gym equipment and attractiveness of centre.
- Undertake water testing and ensure safe operation of pool, requisition pool chemicals as needed.
- Undertake the general operation of the Sports Centre, including sporting games, equipment hire, safety and security, and general amenities maintenance and cleaning.
- Provide friendly & professional service to all clients, visitors and members.
- Undertake minor maintenance of equipment and facilities and report faults to the Manager.
- Optimise the Council's position and standing by committing to the principles of safety, quality, and continuous improvement.
- Clerical and administrative duties as directed.

WORKPLACE HEALTH & SAFETY OBLIGATIONS AND FUNCTIONS:

- Ensure the risk of injury or illness from the workplace is minimised for employees and visitors,
- Ensure the risk of injury or illness from any plant or substance within the workplace is minimised & used properly,
- Ensure there is appropriate, safe access to and from the workplace for all employees and visitors,
- Assist in the management of first aid and emergency response within the facility,
- Comply with all instructions given for workplace health and safety;
- Use personal protective equipment if provided, and correct use has been demonstrated,
- Not wilfully or recklessly interfere with or misuse anything provided for workplace health & safety,
- Not wilfully place at risk the workplace health and safety of any person at the workplace,
- Not wilfully injure oneself,
- Participate in Council's Workplace Health and Safety Program,
- Ensure prompt reporting and recording of all workplace hazards and incidents.

POSITION REQUIREMENTS

Skills:

- Excellent communication, literacy & numeracy skills.
- Sound computer literacy – particularly Microsoft applications.
- Well developed time management and organisational skills.
- Promotion and awareness of sporting facilities, games and use of sporting and gym equipment.
- Willing to learn Lifeguard and Pool operations training.
- Ability to develop and encourage community participation and involvement with sporting facilities.

Knowledge:

- Working knowledge & familiarity of sporting facilities management/ operations (not essential).
- Sound understanding of applicable statutory requirements, Codes of Practice, and Industry Standards.

Experience/Qualifications:

- Current Senior First Aid/CPR certificate is essential – training will be offered.
- Current Bronze Medallion, and Pool Plant Operations & Maintenance qualifications are desirable (training will be offered).
- Current working with children blue card.

Training:

- Training may be expected to ensure that the position holder maintains relevant qualifications, knowledge and skills.
- The position holder will be encouraged to attend workshops and seminars relevant to the position.
- The position holder will be expected to participate in Workplace Health & Safety training when applicable.

PERFORMANCE STANDARDS

- The employee will abide by the Council Code of Conduct at all times.
- Tasks allocated to this position shall be performed to a high standard, and in accordance with procedural guidelines.

- Duties will be carried out in accordance with accepted industry standards, compliance with various legislative requirements, standards and Council policies, procedures and local laws.
- Allocated tasks and reporting requirements will be consistently completed within the agreed time frames.
- The position holder will demonstrate a spirit of cooperation toward other employees and the achievement of Council's aims and objectives.

EXTENT OF AUTHORITY

- This position acts within statutory regulations and established procedures, with license to exercise limited initiative and judgement.
- The position holder acts within the guidelines of the Community Services Manager.

RESOURCES PROVIDED

- Standard office equipment for business use.
- E-mail/Internet facilities for business use.
- Operational resources and equipment.

SELECTION CRITERIA

- Demonstrated ability to perform Key Responsibilities.
- Possession of skills, knowledge and experience as outlined in the Position Requirements.
- Physical and psychological ability to perform duties in accordance with Workplace Health & Safety Obligations.

Prepared by: Manager, Community Services

Date: 28/02/2018

Approved by: Chief Executive Officer

Date: 2/6/21

Signature: _____