

Leeton Shire Council



POSITION DESCRIPTION

Leeton Shire Council Staff Mission and Values:

- ✓ *Our mission is to be proudly trusted by the Councillors and the Community to deliver for them the very best outcomes in the most effective manner whilst enjoying a harmonious workplace that values and rewards its workforce for service excellence.*
- ✓ *We are a values-driven workforce and are committed to demonstrating a set of shared values that we have cogenerated as a team of staff. These are:*

Trust Respect Integrity Collaboration Communication Innovation

- ✓ *With these values leading how we perform our roles, staff have the chance to develop as leaders in their own right, enjoy a sense of **wellbeing** and **safety** and show and receive **loyalty**.*

POSITION DETAILS

Position Title	Slide Attendant - Casual
Directorate	Operations
Department	Open Space & Recreation
Location	Leeton Regional Aquatic Centre, 62 Palm Avenue, Leeton
Salary Grading	Grade 2
Employment Status	Casual
Hours of Work	As required – Hours will vary depending on the time of year/bookings and weather
Supervisor	Recreation Facilities and program Coordinator
Staff Reporting to Position	<ul style="list-style-type: none">▪ NIL
Key Internal Relationships	<ul style="list-style-type: none">▪ Pool Attendant▪ Pool Supervisor▪ Manager Open Space & Recreation
Key External Stakeholders	<ul style="list-style-type: none">▪ Contractors▪ General Public

PRIMARY PURPOSE OF POSITION

- ❖ To supervise the activities of the Leeton Pool's waterslide

This document describes the main responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document.

All staff are expected to demonstrate behaviours that align with Leeton Shire Council core values, Code of Conduct, Child Safe Policy and Equal Employment Opportunity principles.

POSITION ACCOUNTABILITES AND RESPONSIBILITIES

Finance:

- ❖ Comply with relevant budget processes and procedures, ensuring appropriate charge numbers and costing codes are used.

Strategy:

- ❖ Contribute to the review and updating of internal business processes.

Customer/Stakeholder:

- ❖ Attend to customer requests and enquiries.
- ❖ Provide specialist information and advice to customers.
- ❖ Inform customers of maintenance and repair work to be carried out that directly impacts them.

Operations:

- ❖ Ability to supervise waterslide.
- ❖ Prevent waterslide accidents by averting dangerous situations.
- ❖ Provide First Aid if required (and if qualified to do so).
- ❖ Maintain the general cleanliness of the waterslide and its surrounds.
- ❖ Advise the Pool Supervisor of all potential danger situations.
- ❖ Operate waterslide and items of equipment as directed by the supervisor.
- ❖ Advising the Recreation Facilities & Program Coordinator of all issues relating to the Leeton Regional Aquatic Centre pool facility.
- ❖ Ensuring all activities are performed honestly and diligently.
- ❖ Ensure customer confidentiality is maintained at all times.
- ❖ Maintain a good public relations image with the public.
- ❖ Carry out all operations efficiently.
- ❖ Other duties not specified but appropriate to the position or the work of a Slide Attendant as directed by the Supervisor in charge.

WORK, HEALTH & SAFETY RESPONSIBILITIES

Workers have an active role to play in the safety of themselves, all employees of council and members of the public. Workers have the following responsibility, authority and accountability:

- ❖ On commencement, new staff must present evidence of having received current Covid-19 vaccinations.
- ❖ Working safely so as not to put yourself or others at risk.
- ❖ Stopping work in circumstances that are deemed an immediate risk to health and safety until a satisfactory solution is agreed/implemented.
- ❖ Cooperating and complying with safe work methods statements, policies and procedures and participating in their development.
- ❖ Reporting all accident, incidents and hazards to your supervisor/manager immediately and participating in accident/incident investigation and risk management activities.
- ❖ Attend all WHS training.

A full list of Leeton Shire Council's WHS responsibilities and accountabilities are available within the 'Conditions of Employment Essential Information' document.

SELECTION CRITERIA

Essential:

Qualifications/Licences/Experience:

1. Must hold a current NSW Working with Children Check (or be willing to obtain).

Skills and Attributes:

1. Ability to apply an understanding and competence in supervision of the waterslide.
2. Demonstrate excellent interpersonal skills with the general public and fellow employees.
3. Demonstrate an ability to solve problems by reference to the Supervisor.
4. Be a team player and capable of gaining and maintaining peer support and respect.
5. Demonstrate an ability to check own work to ensure proper quality (timesheets).
6. Accept participation in and willingness to attain skills training as and when required.

Desired Requirements:

- ❖ Demonstrate a tolerance for constructive change.
- ❖ First Aid Certificate
- ❖ Possess and maintain at least a Class C driving licence.



.....
Jackie Kruger
General Manager

I, hereby accept the terms and conditions set out in this position description for Slide Attendant - Casual.

Dated this day of 20.....

.....
Signature