

Job Demands Analysis

Job Title:	Swim and Water Activities Officer
Division/Branch:	Liveability Dubbo
Date of Assessment:	20/05/2019
Assessment Completed By:	Recovre
Hours/Days of Work:	Shifts will fall between 05.30am and 8.30pm dependent on the day of the week, the season and the center's opening hours and operational requirements.
Variable Hours:	<input checked="" type="checkbox"/> Overtime <input checked="" type="checkbox"/> On Call <input type="checkbox"/> Call Outs
Breaks/Rest Periods:	As per Local Government (State) award.

Environmental/Psychosocial Factors

- The Swim and Water Activities Officer is responsible for the safety and supervision of their team members including the Swim and Water Activities Assistant and Learn to Swim Instructors as well as ensuring the safety and supervision of all patrons whom attend the Aquatic Leisure Centre to participate in aquatic programs such as aqua-aerobics and learn to swim activities.
- The Swim and Water Activities Officer is required to implement appropriate scheduling and timetabling of all aquatic activities.
- The Swim and Water Activities Officer is responsible for the rostering of all aquatic programs and activities by appropriately qualified staff.
- The Aquatic Leisure Centre may consist of the following or a combination thereof:
 - 1 x 50m outdoor pool
 - 1 x beach entry, splash pool
 - 1 x multi-level splash pad
 - 1 x elevated water slide
 - Numerous BBQ facilities, grassed areas and movable seating.
- Additionally within the center, there are offices, shower & toilet facilities, a reception area and cafe.
- The Swim and Water Activities Officer is responsible for the promotion and marketing of all programs and activities offered within their center.

- As the Swim and Water Activities Officer you are responsible for overseeing staff to ensure they are capable and confident in running and adhering to their work schedule and program, as well as delivering instruction as per appropriate standards and guidelines.
- Take monies and process transactions for payment of lessons and other activities within the center. Competent use of appropriate computer based systems is essential.
- Manage and address any customer issues or concerns and negotiate a solution moving forward with a high level of interpersonal and communication skills.
- The Swim and Water Activities Officer is to provide support to fellow staff in the event of a workplace incident / event to ensure appropriate counselling and de-briefing to all staff.
- The Swim and Water Activities Officer is to ensure all employees maintain appropriate accreditation, training and qualifications in order to perform the requirements of their role.

Job Description

This position is responsible for the development, implementation and promotion of aquatic programs and services at the Aquatic Leisure Centre that will meet and respond to the needs of the residents of the Dubbo Regional Council whilst generating income for the facility. This position is required to coordinate and undertake learn to swim and other health and fitness programs and supervise, mentor and coach employee's appropriately to ensure effective delivery of such programs.

Refer to Position Description for Swim and Water Activities Officer.

Manual Handling

	Weight	Frequency	Comments
Lifting	20kg 10-15kg 5kg	Occasional Frequent Constant	Support of and lifting of children from the pool edge into the pool. Lifting in and out pool equipment such as pool seats, learn to swim equipment, mats and toys. Support provided to the child whilst in the water performing stroke demonstration, instruction and correction. Assisting children to access the pool side for jumping and diving activities. Rescuing / retrieving patrons if required.
Carrying	5-10kg	Occasional	Carrying of general learn to swim or aquatic equipment to and from the storage room and the pool side.

Pushing/pulling	5-10kg	Frequent	Pushing and pulling of children through the water whilst completing general learn to swim activities and instruction.
Tools Used			
Tool	Weight	Comments	
<p>Computer, phone, files and general office equipment.</p> <p>Water based pool seating.</p> <p>Learning aides such as noodles, mats, toys and boards.</p> <p>Exercise aides such as weighted belts and water based exercise equipment.</p>			
Balance			
	Exposure to	Comments	
Level ground	Yes	When walking throughout the Aquatic Leisure Centre office and pool area.	
Uneven ground	No	Not required.	
Unprotected heights or high levels	No	Not required.	
Environmental Conditions			
Temperature	Temperature may vary as the outside areas are dependent on weather and season. Exposure to extreme heat will be moderated by being submerged in water throughout learn to swim activities as well as overhead shades being present at some centers. Temperature artificially controlled in office areas.		
Lighting	<p>The Aquatic Leisure Centre office areas are artificially lit by electrical lighting combined with natural lighting through windows.</p> <p>Lighting may vary as the outside areas are dependent on weather and season. Sufficient outdoor natural lighting available at the times of all scheduled aquatic activities.</p>		
Dangerous substances	Nil exposure to dangerous substances.		
Flooring	Flooring in the Aquatic Leisure Centre office is high traffic wearing carpet.		

	Outdoor areas consist of concrete, pool tile, grass and non-slip playing surfaces.
Vehicle	In the event a vehicle is required, the Coordinator is to request a Council vehicle or approval for personal vehicle use.
Access	All access to the Aquatic Leisure Centre is via open entry ways with no steps. External access is available via a double gate.
Sun/ weather exposure	Sun/weather exposure is controlled with shades placed over the main pool areas.
Safety implications	There is an increased risk of upper limb injury due to the requirement of lifting, supporting and upper limb force provided at chest to above head height. The potential for back injury is present, particularly if inappropriate manual handling technique is not implemented at all times for manual handling duties. There may, from time to time be exposure to inappropriate human behavior requiring conflict resolution and negotiation skills as well as being exposed to distraught and screaming children.

Environmental Conditions Other

	Exposure to	Comments
Inside work	Yes	In the Aquatic Leisure Centre office.
Outside work	Yes	50m outdoor pool and storage areas for equipment.
Night work	No	
Extreme heat	Yes	Staff are able to remain under shade whilst completing learn to swim activities to control exposure to extreme heat and sun exposure.
Extreme cold	No	The Aquatic Leisure Centre is seasonal operating in warmer months only.
Humid or wet	No	
Noise	Yes	The centre may have moderate to high noise levels due to the fluctuating numbers of patrons present at any given time as well as being exposed to distraught children who may be screaming.
Vibration	No	
Mechanical hazards	No	

Environmental Conditions Other		
	Exposure to	Comments
Electrical hazards	No	
Risk of burns	No	
Radiant energy	Yes	Sunburn in summer if working outside. All staff are to adhere to sun protection strategies and uniform requirements.
Poor ventilation	No	Adequate ventilation in outdoor environment. Climate controlled temperatures within office environments.
Moving objects	Yes	Constant contact with children and therefore unpredictable human behaviour with moving limbs.
Sharp tools	No	No sharp tools are required.
Cluttered or slippery floors	Limited	Flooring may be cluttered during operational times, however staff are encouraged to maintain a level of organisation.
Elevated surfaces	No	
Lighting	Yes	The centre office is artificially lit by natural light through windows and electronic means.
Exposure to fumes/ odours/ dusts/mists/ gases/chemicals	No	
Exposure to biological hazards	Yes	Staff may come into contact with bodily fluids.
Sensory/Communication		
	Required:	Comments:
Vision	Yes	Good visual perception and acuity is required to perform Lifeguard duties and to spot patrons in need or at risk. Prescription glasses are not appropriate when completing duties in the pool. Appropriate contact lenses are essential if vision assistance is required.

Environmental Conditions Other		
	Exposure to	Comments
Hearing	Yes	Required to interact and communicate with the general public and appropriately interact with customers to provide adequate and clear instruction. Ability to hear if patrons are in danger, conflict exists or if assistance is required.
Speech	Yes	As above. A high level of interpersonal skills are required in order to communicate effectively in situations involving inappropriate patron conduct, conflict resolution and dealings with parents and children alike. A high level of interpersonal skills are required to provide effective means of communication for lesson instruction.
Reading	Yes	Moderate literacy skills required.
Writing	Yes	Moderate literacy skills required.
Numerical ability	Yes	Moderate numeracy skills required.
List of Job Tasks		
Administration		50 - 70%
Learn to Swim Instruction / Aquatic exercise programs.		30%
TOTAL		100%

JOB TASKS

Administration	<ul style="list-style-type: none"> • Develop and implement pool schedules for learn to swim and other aquatic exercise / sporting events. • Implement appropriate rostering schedules to accommodate all lesson requirements whilst working within the center budget. • Financial transactions for lesson and activity fees. Reconciliation of till and provision of an appropriate float as required. • Other administration tasks as required including reporting through to Manager.
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Physical Demands	Never 0%	Occasional 1-33%	Frequent 34-66%	Constant 67-100%	Comment
Sitting				x	Planning and administrative tasks performed at a desk and computer.
Standing		x			Basic administrative tasks performed whilst standing, as required such as servicing patrons and communicating with staff.
Walking		x			Occasional walking throughout the office and servicing area.
Stairs	x				
Squatting		x			Occasional squatting when accessing items below waist height.
Kneeling	x				
Bending spine/hip		x			Whilst performing light administration duties if standing and there is a need to obtain something below waist height.
Working above shoulder height	x				No work above shoulder height is required for this task.
Working below waist height		x			Some administrative items may be positioned below waist height.
Reaching forwards			x		Whilst performing seated or standing administrative tasks.
Gripping/ grabbing			x		Whilst performing administrative tasks with pen/pencil, folders and telephone.
Pushing	x				

Pulling	x				No pushing and pulling is required in this task.
Lifting		x			Very light lifting of files or paperwork.
Fine hand coordination				x	Whilst typing or using writing equipment.
Tools and equipment used	Computer system, scanner and general administrative equipment.				
Adaptive devices available	Appropriately adjustable ergonomic chair.				
Description of their use	Ergonomic chair recommended to ensure safe and appropriate seating for staff.				
Task rotation or modification options	The ability exists to alternate posture in between various administrative tasks.				
PPE required	High visibility uniform clothing is to be worn as per workplace policy.				

<p>Learn to Swim and other Aquatic activities or programs.</p>	<ul style="list-style-type: none"> • Setting up lane ropes (if required), pool equipment including submerged seating, mats, boards, noodles and toys. • Assist children to access the water via the pool edge. • Provide buoyancy assistance throughout each lesson, supporting the child whilst providing instruction and demonstration. • Assist children to access pool edge by supporting their body weight out of the pool. • Rescuing persons as required and providing first aid.
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Physical Demands	Never 0%	Occasional 1-33%	Frequent 34-66%	Constant 67-100%	Comment
Sitting	x				
Standing				x	Constant standing in water.

Walking			x		Frequent walking for brief distances whilst partially submerged in water. Walking on even terrain whilst out of the pool.
Stairs		x			Access up to 3-4 steps on a pool ladder if able to access.
Squatting		x			Squatting / kneeling / Hip Flexion required to safely lift and lower equipment.
Kneeling		x			
Bending spine/hip		x			
Working above shoulder height			x		Assisting and supporting children throughout their lesson; demonstration and correction on strokes throughout the lesson; assisting children in and out of the pool via the pools edge whilst supporting their body weight.
Working below waist height		x			Occasionally required when obtaining equipment for classes.
Reaching forwards				x	Constant reaching to interact appropriately with the children, access the equipment required and to demonstrate / instruct throughout other aquatic based activities.
Gripping/ grabbing				x	Gripping and grabbing of the children and pool equipment. Moderate to high gripping force required when rescuing a patron or assisting to lift children.

Pushing			x		Pushing and pulling within the water throughout learn to swim instruction.
Pulling			x		
Lifting			x		Lifting pool equipment and children.
Fine hand coordination		x			Grasping different forms of pool equipment. Motor coordination required to move with children in the water whilst providing physical instruction with verbal cues.
Tools and equipment used	<ul style="list-style-type: none"> • Submergible pool seating. • Mats, kick boards, toys and noodles. • Aqua-aerobic weights and water weight belts. 				
Adaptive devices available	<ul style="list-style-type: none"> • Disabled access amenities. • Ramp access to the pool. 				
Description of their use	N/A				
Task rotation or modification options	These activities are performed by the Swim and Water Activities Officer on an as needed basis and in circumstances of being short staffed or at high patronage periods of the year.				
PPE required	<ul style="list-style-type: none"> • High visibility uniform clothing is to be worn as per workplace policy. • Sun protection such as a rashie vest or similar. 				

This Job Demand Analysis has been assessed and approved by the relevant Supervisor and corresponding Manager within Dubbo Regional Council. This Job Demand Analysis will be implemented effective from 23 May 2019.