

Job Demands Analysis

Job Title:	Aquatic Leisure Centre Coordinator
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 checked="" type="checkbox"/> Call Outs
Breaks/Rest Periods:	As per Local Government (State) award.

Environmental/Psychosocial Factors

- The Aquatic Leisure Centre Coordinator is responsible for the safety and supervision of their team members and also ensuring the safety and supervision of all patrons whom attend the Aquatic Leisure Centre.
- They are required to schedule and monitor Aquatic Leisure Centre operations.
- The Aquatic Leisure Centre Coordinator is responsible for formulating the staff roster on an annual basis and is required to adjust the roster as required throughout the year to accommodate staff leave, changes etc. The Coordinator is responsible for complying with legislation pertaining to ratios of Lifeguards to patron numbers, ensuring sufficient supervision and care at all times of pool operation.
- Each facility has a number of 'areas' including play areas and eating areas.
- 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.

- Aquatic Leisure Centre employees work on a rotating roster accommodating full operational hours consisting of early and late shifts.
- As the Centre Coordinator you are responsible for overseeing the Aquatic Leisure Centre Assistant, Senior Lifeguard and Pool Attendants / Lifeguards. Staff generally work with supervision from more senior staff members. Autonomy is required to follow the scheduled programs and manage issues within the environment as they arise.
- Pacing and workflow are determined by the amount of patrons visiting the venue, however daily activities are designed to be constant and transition easily from one to another for ease of patron's understanding.
- Some work organization is required, however generally staff are following specific procedures and only minor changes in the program are made such as regular maintenance of the Aquatic Leisure Centre.
- Attention to detail is important due to the constant monitoring of patrons.
- Staff are required to be observant of patrons whilst conducting their duties and responsibilities, so multi-tasking and a high level of alertness is required.
- The Aquatic Leisure Centre Coordinator is required to communicate with patrons on a daily basis, they are also responsible for handling any issues or complaints should any arise as well as having a high level of conflict resolution and interpersonal skills.
- The Aquatic Leisure Centre Coordinator 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 Aquatic Leisure Centre Coordinator 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 effective operation of the Aquatic Leisure Centre within the designated budget, whilst ensuring a high standard of water quality and safety, overseeing and operating the aquatic centre plant and equipment, coordinating maintenance and cleaning as well as rostering, supervising and mentoring aquatic centre employees.

Please refer to Position Description for Aquatic Leisure Centre Coordinator.

Manual Handling

	Weight	Frequency	Comments
Lifting	20-25kg 10-15kg 5kg	Rare Occasional Frequently	Lifting of chemical drums, rescue of patron and use assistive equipment, moving and positioning tables and chairs, lifting of cork lane ropes, pool sporting equipment and inflatable toys,

			manoeuvring the pool blankets into position, lifting and manoeuvring hoses, pool vacuum and emptying bins.
Carrying	15kg 5kg	Rarely Frequently	Carrying of general objects in the centre.
Pushing/pulling	15 - 25kg	Occasional	Pushing and pulling of general objects in the centre including but not limited to Otto bins, Pool blankets approximately 4-5m long on wheels, automatic pool winch, lane ropes, hoses and other pool equipment.

Tools Used

Tool	Weight	Comments
Automatic pool winch Pool vacuum Trolley's and caddies.		

Balance

	Exposure to	Comments
Level ground	Yes	When walking throughout the Aquatic Leisure Centre and working on the edge of the pool perimeter. Balance reactions required when crouching and kneeling to work at water surface height and below pool deck.
Uneven ground	Yes	When walking in the outside areas of the Aquatic Leisure Centre on grassed areas.
Unprotected heights or high levels	Yes	When working at the top of the water slide.

Environmental Conditions

Temperature	Temperature may vary as the outside areas are dependent on weather and season. Exposure to extreme heat. Temperature artificially controlled in office areas.
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Lighting	The Aquatic Leisure Centre Office areas are artificially lit by electrical lighting combined with natural lighting through windows. Lighting may vary as the outside areas are dependent on weather and season.
Dangerous substances	Pool chemicals are stored appropriately on site as per safety rules and regulations. Exposure to these chemicals is controlled and completed with appropriate training and OHS Policy and Procedures.
Flooring	Flooring in the Aquatic Leisure Centre Office is high traffic wearing carpet. Outdoor areas consist of concrete, pool tile, grass, steel stairs 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 may be high however staff can elect to remain in shaded areas whilst conducting their duties in the outside areas, provided it meets the supervision requirements as described.
Safety implications	Major safety implications include trip hazards, due to working with patrons and in an aquatic environment. There is an increased risk of back injury due to the amount of work below waist height and the manual handling tasks required and forces involved. There may from time to time be exposure to inappropriate human behavior requiring conflict resolution and negotiation skills. Climbing on and through water slides and splash pad areas for inspection duties is required and may pre-dispose a low level of injury risk if not completed with caution and care.

Environmental Conditions Other

	Exposure to	Comments
Inside work	Yes	In the Aquatic Leisure Centre office.
Outside work	Yes	All other areas including two pools, water slide, splash pad and surrounding grounds.
Night work	No	
Extreme heat	Yes	Staff can elect to remain in shaded areas whilst conducting their duties in the outside areas, provided it meets the supervision requirements as described.

Environmental Conditions Other

	Exposure to	Comments
Extreme cold	No	The Aquatic Leisure Centre is seasonal, operating in warmer months only.
Humid or wet	Yes	If staff are on duty outside, they may be subject to rain.
Noise	Yes	The centre may have moderate to high noise levels due to the number of patrons present, also evident in plant rooms whilst machinery is operational.
Vibration	Yes	Evident in the plant rooms whilst operational.
Mechanical hazards	Yes	Evident in the plant rooms whilst operational.
Electrical hazards	Yes	Evident in the plant rooms whilst operational.
Risk of burns	Yes	Chemicals used to maintain water quality may burn.
Radiant energy	Limited	Sunburn in summer if working outside. All staff are to adhere to sun protection strategies and uniform requirements.
Poor ventilation	No	
Moving objects	Yes	Encounters moving parts in plant rooms on a regular basis and moving patrons.
Sharp tools	No	No sharp tools are required.
Cluttered or slippery floors	Yes	Flooring may be cluttered during operational times, however staff are encouraged to maintain a level of organisation.
Elevated surfaces	Yes	Occasionally when required to access the water slide and splash pad.
Lighting	Yes	The centre office is artificially lit by natural light and electronic means.
Exposure to fumes/ odours/ dusts/mists/ gases/chemicals	Yes	Odour may exist with certain chemical use. Exposure to pool and cleaning chemicals.

Environmental Conditions Other

	Exposure to	Comments
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 supervising patrons in the pool. Appropriate contact lenses are essential if vision assistance is required.
Hearing	Yes	Required to interact and communicate with the general public and appropriately 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.
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%
All other pool duties including cleaning, pool set up, maintenance, supervision and lifeguard duties.	50%
TOTAL	100%

JOB TASKS

Administration		<ul style="list-style-type: none"> Develop and implement pool schedules for sporting events, leisure activities. Arrange appropriate maintenance scheduling and address maintenance issues as they arise. Order all pool related supplies and chemicals. Complete weekly rostering for all staff. Ensure appropriate training and induction of staff and appropriate accreditation criteria is met. Financial transactions for pool memberships and entry fees. Reconciliation of till and provision of an appropriate float. Other administration duties as required including reporting through to Manager. 			
Physical Demands	Never 0%	Occasional 1-33%	Frequent 34-66%	Constant 67-100%	Comment
Sitting				x	Planning and some administrative tasks performed at a desk and computer.
Standing		x			Some 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 admin if standing and there is a need to

					obtain something below waist height.
Working above shoulder height	x				No working above shoulder height is required in 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				No pushing and pulling is required in this task.
Pulling	x				
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.				

Cleaning, pool set up, maintenance, supervision and lifeguard duties.

- Cleaning amenity blocks and change rooms as required.
- Hosing outdoor areas.
- Setting up lane ropes, pool equipment and inflatable toys.
- Pushing and pulling pool blankets and utilizing the winch for ease of use.
- Rescuing persons as required and providing first aide.
- Supervision of the aquatic center grounds, pools, wet areas and water slide.
- Conflict resolution and interpersonal skills when dealing with members of the public.
- Emptying and moving / removal of bins.
- Receipt of deliveries.
- Pool testing and pool water correction.

Physical Demands	Never 0%	Occasional 1-33%	Frequent 34-66%	Constant 67-100%	Comment
Sitting		x			Occasional sitting provided supervision requirements are able to be maintained at all times.
Standing				x	Constant static and dynamic standing is required.
Walking			x		Frequent walking throughout the center is required.
Stairs		x			Access up to 9 flights of stairs with hand railing present to supervise the top of the water slide.
Squatting				x	Frequent performance of tasks below waist height, such as lifting pool equipment in and out of the pool, attaching lane ropes, performing first aid and life
Kneeling				x	

Bending spine/hip				x	support actions and completion of pool testing. All lifting and lower level duties are recommended to utilize a squatting, lunging or keeling technique to ensure safe manual handling technique, minimizing injury risk.
Working above shoulder height		x			Assisting a patron out of the pool and issuing directions to patrons with appropriate hand actions.
Working below waist height				x	Constant work below waist height is required when performing all pool related and cleaning duties.
Reaching forwards			x		Reaching forwards to attach lane ropes, operate tools and equipment, perform all cleaning duties and pool testing requirements.
Gripping/ grabbing			x		Gripping and grasping of pool and cleaning equipment. Moderate to high gripping force required when rescuing a patron.
Pushing		x			Pushing and pulling when maneuvering pool blankets, pool vacuum, lane ropes and when performing mopping and hosing duties.
Pulling		x			
Lifting				x	Lifting is required for all pool related equipment, cleaning tasks and patron rescue activities.
Fine hand coordination		x			Fine motor coordination is required when attaching lane ropes and other securing mechanisms for

					pool equipment and for first aid tasks.
Tools and equipment used	<ul style="list-style-type: none"> • Automated pool winch. • Cleaning caddy on wheels. • Hoses. • Pool Vacuum on trolley. • First aid equipment including spinal board, defibrillator and first aid kit. • Floatation devices for life saving duties. 				
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 Coordinator 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. • Gloves if required. 				

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.