

## POSITION DESCRIPTION

1. **POSITION TITLE** POOL SUPERVISOR (TEMPORARY EMPLOYMENT PART-TIME)

2. **DEPARTMENT** CORPORATE AND COMMUNITY DEVELOPMENT

3. **AWARD COVERAGE AND CONDITIONS**

- Local Government Officers' (WA) Award 2021
- Shire of Bridgetown-Greenbushes (Administration Staff) Collective Agreement 2023, level 6.

4. **POSITION OBJECTIVES**

- Responsible for the day to day operations of the Bridgetown Leisure Centre Aquatics Facility during the annual pool season (November – April).

5. **OUR VALUES**

We conduct ourselves in line with the values that the local community cares deeply about. Employees are to demonstrate behavior consistent with these values:

1. **Welcoming**, friendly and inclusive.
2. **Community minded**, showing respect, understanding and compassion for others, and working collaboratively with people in the local community for better outcomes.
3. **Creative and innovative**, being open to new ways of doing things.
4. **Sustainable** and resilient, carefully considering our options and making balanced choices to care for our community, planet and economy.
5. **Cost effective** and accountable, providing good value for money.

6. **KEY DUTIES & RESPONSIBILITIES**

**Aquatics Facility**

- Manage the daily operation of the aquatics facility to provide patrons with a clean and safe environment.
- Supervision of Lifeguard staff.
- Uphold the by-laws, standards of public swimming pools, supervision, safety and comfort of all users when on duty.
- Follow standardised procedures pertaining to the safety and welfare of all staff and users.
- Ensure customers' requests are handled efficiently in a knowledgeable, confidential, polite and timely manner.
- Undertake supervision of pool patrons and user groups to ensure water safety in accordance with Shire and the Bridgetown Leisure Centre policies and procedures, Royal Life Saving Society Australia (RLSSA) guidelines for safe pool operation and industry standards and practices.
- Ensure that the highest standards of cleanliness and hygiene are always maintained throughout the facility.
- Proactively maintain all aquatic plant and infrastructure to a high standard, in conjunction with the maintenance service contractor.
- Respond to and immediately report to Coordinator Recreation & Leisure, any serious accidents or injury that may occur at the facility.

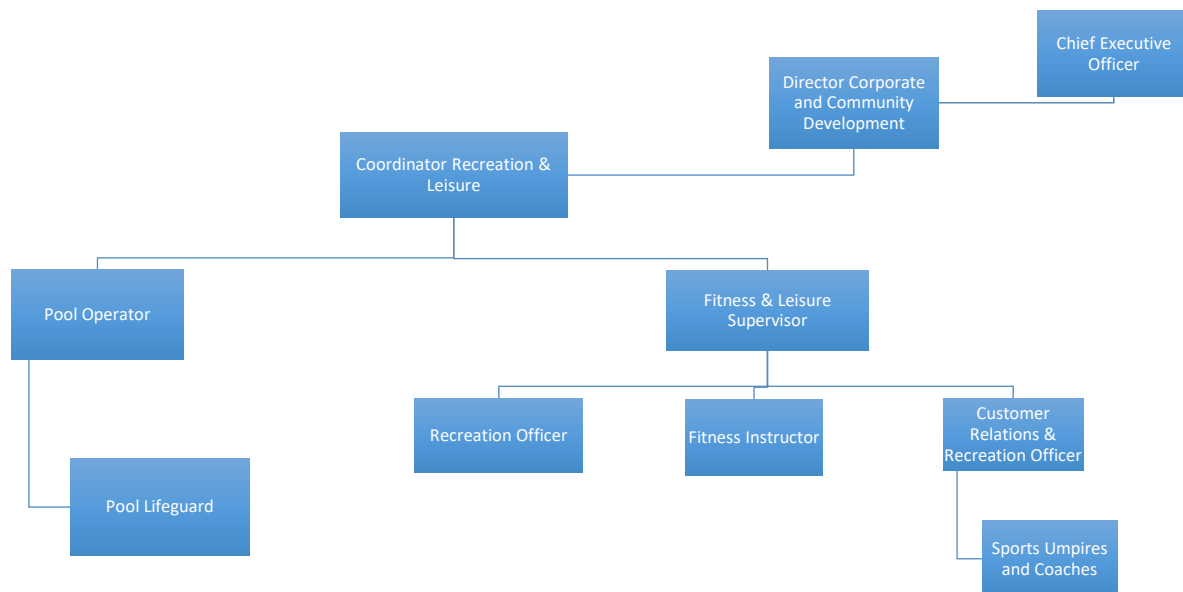
- Providing first aid, where necessary.
- Other duties as directed.

### Work Health & Safety

- Ensure compliance with WHS legislation and Council policies, promoting a culture of work health and safety within the team and escalating significant issues to Executive Leadership Team where necessary
- Report all accidents, incidents and hazards.
- Conduct risk assessments and complete job safety analysis prior to the commencement of tasks where relevant.
- Eliminate and control hazards in the workplace using the hierarchy of controls.
- Complete required training to ensure all tasks are carried out in a manner to protect the safety of yourself, your colleagues and the general public.

## 7. ORGANISATIONAL RELATIONSHIPS

<b>Reporting to:</b>	Coordinator Recreation & Leisure
<b>Supervision of:</b>	Lifeguards
<b>Internal:</b>	Shire Staff
<b>External:</b>	Members of the public



## 8. EXTENT OF AUTHORITY

Operates under the supervision of the Coordinator Recreation & Leisure within the limits of statutory requirements, Council policies and delegated authority.

## 9. POSITION REQUIREMENTS / SELECTION CRITERIA

### Skills and Experience

Desirable      Essential

- ✓ Demonstrated ability to establish rapport and maintain strong and productive working relationships.
- ✓ Demonstrated ability to effectively manage time, plan and set priorities, and organise own work to achieve individual and department objectives within agreed timeframes.
- ✓ Demonstrated ability to establish and maintain positive relationships with community and recreation groups, and the general public to reach effective outcomes.
- ✓ Flexible working hours and days.
- ✓ Demonstrated ability to multi-task and prioritise duties according to available resources.
- ✓ Demonstrated ability to be self-motivated and work unsupervised.
- ✓ Demonstrated ability to communicate effectively (written and verbal)

### Qualifications, Training, and Licenses

#### Desirable      Essential

- |   |   |  |
|---|---|--|
| ✓ | - | Working With Children Check Certificate (WA).                            |
| - | ✓ | Minimum C Class driver's license.  |
| - | ✓ | Senior First Aid Certificate/CPR   |
| ✓ | - | Advanced Resuscitation Certificate                                       |
| - | ✓ | Pool Lifeguard Certificate (RLSSA) with a minimum of 2 years' experience |
| ✓ | - | Group 1 Aquatic Facility Pool Operators Certificate.                     |

### General Physical Requirements

Assessment of employee fitness to successfully perform the essential functions of the position will include consideration of the following requirements:

	Mainly	Frequently	Occasionally	N/A		Mainly	Frequently	Occasionally	N/A
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Climb/Balance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crouch/Kneel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Talk/Hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Taste/Smell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

At all times while performing the duties of the position, the employee is required to undertake those duties in accordance with safe work practices.

## 10. SIGNATURES

I, THE UNDERSIGNED, AS THE INCUMBENT OF THIS POSITION, CONFIRM I HAVE READ THE POSITION DESCRIPTION UNDERSTAND ITS CONTENT AND AGREE TO BE EMPLOYED IN ACCORDANCE WITH THE REQUIREMENTS AS DETAILED IN THIS POSITION DESCRIPTION.

I ACKNOWLEDGE THE POSITION DESCRIPTION PROVIDES A GENERAL OVERVIEW OF THE KEY RESPONSIBILITIES OF THIS POSITION AND THAT I MAY BE REQUIRED TO PERFORM OTHER DUTIES WITHIN THE SCOPE OF MY ABILITY THAT ARE NECESSARY TO FULFIL THE OBJECTIVES OF THE ROLE.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_