

## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Aquatic Duty Manager - Eastern</b>
<b>Position Number:</b>	<b>10922</b>
<b>Directorate:</b>	<b>Community Services</b>
<b>Reports to:</b>	<b>Aquatic Supervisor - Eastern</b>
<b>Supervises:</b>	<b>Lifeguards</b>
<b>Department:</b>	<b>Community Facilities</b>
<b>Agreement:</b>	<b>City of Karratha <i>Enterprise Agreement 2021</i></b>
<b>Classification:</b>	<b>Level 4</b>

### 1. POSITION OVERVIEW

The Aquatic Duty Manager - Eastern is responsible for assisting the Supervisor in the operation of Council's aquatic centres in accordance with Council policy and health regulations to provide a safe and attractive environment for patrons.

#### 1.1 Position Objectives

- Liaise with the Aquatic Supervisor concerning any matter relevant to the good order and management of the centre and in respect to the timely provision of services to the aquatic centres by staff from the relevant sections of City's operations or contractors.
- In addition to above, in the absence of the Supervisor, oversee the operation of the aquatic centre and supervise lifeguard staff and activity staff. At the discretion of the Recreation Facilities Coordinator, undertake other recreation duties from time to time within the Wickham Recreation Precinct and Roebourne Aquatic centre including the administration office to develop multi-skilling in the various areas of the City of Karratha recreation service.

### 2. DUTIES & RESPONSIBILITIES

#### 2.1 Pool Operation

- Maintain the centre in a hygienic, clean and presentable condition by undertaking, while on duty, daily cleaning pools, spot cleaning of change rooms, toilets and showers as necessary and attend to the collection of litter from inside and outside the centre.
- Conduct water chemistry tests and plant adjustments to ensure water quality complies with WA Health Department Standards.
- Liaise with the appropriate Council department in respect to maintenance of grounds and building by Council staff or contractors.
- Ensure enforcement of Council's By-Laws relating to the aquatic centre.

#### 2.2 Customer Service

- Provide supervision of all patrons and ensure workplace safety standards are maintained.
- Administer first aid as required.
- Ensure that user groups and customers are always treated in a courteous manner.
- Be aware of and able to provide information on recreation facilities and programs to customers.

#### 2.3 Kiosk Operations

- Oversee and assist during quiet periods of centre activities, in the operation of the kiosk.

## **2.4 Pool Management**

- In association with or during absence of the Aquatic Supervisor, assist in the operation and activities of the aquatic centre.
- In the absence of a Lifeguard take on that role and work as a sole operator from time to time.

## **2.5 Occupational Health & Safety**

Duty Managers are responsible for ensuring that:

- Staff over whom they have line management responsibility are held accountable for performing the responsibilities and actions relevant to their position.
- City policies and procedures relevant to safety are applied.
- For activities for which the safety risk is significant, and there is no City procedure, safety risk assessments and associated safe work procedures are documented and enacted in accordance with the *OHS Risk Management Procedure*.
- Workplace hazard inspections occur at least every 3 months at workplaces under their carriage. If there is a HSR for the workplace, ensure they are given adequate paid time and resources to complete the inspection.
- The employees of the City are not exposed to hazards in their working environment.
- Other roles and responsibilities outlined in the *OHS Management at the City of Karratha: Roles and Responsibilities*.

# **3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)**

## **3.1 Authority and Accountability**

- Sound knowledge of the relevant Occupational Health and Safety procedures and requirements.
- Ability to work within general guidelines.
- Ability to supervise work or provide on-the-job training, based on their skills and/or experience, to employees of the same or lower levels.
- Responsible for leading employees in operational duties or the application of technical skills.

## **3.2 Judgement and Problem Solving**

- Sound knowledge of first aid and rescue techniques.
- The nature of the work is clearly defined with procedures well understood. Tasks performed may involve selection from a range of existing techniques, systems, equipment, methods or processes. Guidance is available from more senior staff.

## **3.3 Specialist Knowledge and Skills**

- Developing promotional and programming skills.
- Developed public relations and interpersonal skills.
- Sound knowledge of the operation and maintenance of water treatment plant.
- Competency in the use of self-contained breathing apparatus.

## **3.4 Management Skills**

- Developed supervisory skills.
- Provide employees with on-the-job training, guidance and basic knowledge of workplace policies and procedures.

### **3.5 Interpersonal Skills**

- Developed numeracy, verbal and written communication skills.
- Effective communication skills to enable communication with clients, other employees and members of the public and in the resolution of routine and usual matters.

### **3.6 Qualifications and Experience**

- Current Royal Life Saving Society Pool Lifeguard
- Provide First Aid Certificate
- Certificate of Competency as a qualified person in accordance with the Health Act (Swimming Pools) Regulations 1964, issued by the Executive Director, Public Health WA
- Sound knowledge of the provisions of the Health Act, Regulations and By-Laws applying to the maintenance and operation of Public Swimming Pools
- Demonstrated experience as an assistant Aquatic Supervisor or Pool Attendant
- Current C class driver's licence
- National (or Federal) Police Certificate (no more than 6 months old)