

POSITION DESCRIPTION

Position Title:	Aquatic Duty Manager
Position Number:	10441
Directorate:	Community Services
Reports to:	Aquatic Supervisor
Supervises:	Lifeguards
Department:	Community Facilities
Agreement:	City of Karratha Enterprise Agreement 2019
Classification:	Level 4
Effective Date:	September 2020

1. POSITION OVERVIEW

The Aquatic Duty Manager is responsible for assisting in the operation and management of the Aquatics area of the Facility in accordance with Council Policy and health regulation to provide an efficient, safe and attractive recreation facility 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 Aquatic Supervisor, oversee the operations of the Aquatic Centre and supervise pool attendant 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, Roebourne Aquatic Centre and KLP including the administration office to develop multi-skilling in the various areas of Council's 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 of 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 Swimming Centre.
- Liaise with aquatic user groups, patrons and colleagues on a daily basis to ensure most efficient use of Council aquatic facilities

2.2 Customer Service

- Provide supervision of all patrons and ensure workplace safety standards are maintained.
- Ensure efficient responses to enquiries from user groups, patrons and colleagues surrounding the hire and booking of Council aquatic facilities
- Administer first aid as required.

2.3 Pool Management

- In association with or during absence of the Aquatic Supervisor and under direction of the Recreation Facilities Coordinator, assist in the operation and activities of the Aquatic Centre.

2.4 Occupational Health & Safety

Managers, Coordinators and Supervisors 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
- Provide and maintain a working environment in which the employees of the are not exposed to hazards
- 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 supervise work or provide on-the-job training, based on 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 Inter Personal Skills

- Developed numeracy, verbal and written communication skills.
- Employees at this level require effective communication skills to enable them to communicate 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. (LIWA Accreditation)
- 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)

PD Approved by:

Supervisor:
(Print)

Signature:

Employee:
(Print)

Signature:

Date Appointed:



POSITION DESCRIPTION

Position Title:	Lifeguard
Position Number:	10450
Directorate:	Community Services
Reports to:	Aquatic Duty Manager
Supervises:	Nil
Internal Liaison:	CEO, Directors, Manager and other staff
External Liaison:	General Public, Community Organisations
Department:	Community Facilities
Agreement:	City of Karratha Enterprise Agreement 2019
Classification:	Level 3
Effective Date:	August 2020

1. POSITION OVERVIEW

The Lifeguard is responsible for supervising pools to provide a safe environment for patrons.

1.1 Position Objectives

- Liaise with swimming pool staff on any matters relevant to good working order and management of the centre

2. DUTIES & RESPONSIBILITIES

2.1 Patron Supervision

- To provide supervision of all the patrons and ensure the safety standards of the facility are maintained.

2.2 First Aid

- Administer first aid as required

2.3 Pool Operation

- Liaise with pool staff to ensure an efficient and safe operation in and around the pools

2.4 Occupational Health & Safety

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to safety
- Utilise the City's procedure for *OHS Communication, Consultation and Issue Resolution*.
- They will not misuse or damage any equipment provided in the interests of safety or health
- Observe all safe working practices as directed by the supervisor
- Use and maintain protective equipment correctly
- Report ALL accidents and incidents (including near-miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form within 3 days.
- Report all hazards using the Hazard Notification Form.

- 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

- Demonstrated communication and public relations interpersonal skills and the ability to supervise pool patrons

3.2 Judgement and Problem Solving

- Ability to work within a team and unsupervised
- Awareness of emergency procedures and sound knowledge of first aid and rescue techniques as applicable to an aquatic centre.

3.3 Specialist Knowledge and Skills

- Basic knowledge of the WA Health Department’s health and safety standards for swimming pools

3.4 Qualifications and Experience

- Demonstrated experience as a lifeguard
- Current First Aid certificate
- Current RLSS Pool Lifeguard certificate or equivalent
- National (or Federal) Police Certificate (no more than 6 months old)

PD Approved by: Chief Executive Officer

Supervisor:
(Print)

Signature:

Employee:
(Print)

Signature:

Date Appointed:

POSITION DESCRIPTION

Position Title:	Swim Teacher
Position Number:	10444
Directorate:	Community Services
Reports to:	Aquatic Duty Manager
Supervises:	Nil
Internal Liaison:	CEO, Directors, Manager and other staff
External Liaison:	General Public, Community Organisations
Department:	Community Facilities
Agreement:	City of Karratha Enterprise Agreement 2019
Classification:	Level 3
Effective Date:	September 2020

1. POSITION OVERVIEW

The Swim Teacher is responsible for providing a safe and informative swimming program to the residents of the City of Karratha.

1.1 Position Objectives

- Liaise with Aquatic Duty Manager concerning matters relevant to the good order and management of the Facility.
- Provide timely provision of the service in accordance with the City's relevant sections of the council operations.
- Provide recreation and community services for the residents of the municipality.
- Maintain a high standard of service.

2. DUTIES & RESPONSIBILITIES

2.1 Safety

- Observe all safe working practices as directed by the Manager/Duty Manager, including the use of all personal protective equipment where required.
- Take all reasonable care to ensure personal safety and health at work and that of others in the workplace.
- Provide supervision of all participants to ensure safety standards are compiled with.
- Provide instruction on swimming and water safety techniques.

2.2 Communications and Customer Service

- Maintain good public relations and communication with patrons.
- Ensure high level of customer service.
- Ability to provide positive feedback to children.

2.3 Occupational Health & Safety

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to safety.
- Utilise the City's procedure for *OHS Communication, Consultation and Issue Resolution*.
- They will not misuse or damage any equipment provided in the interests of safety or health.

- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near-miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form within 3 days.
- Report all hazards using the Hazard Notification Form.
- 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

- High level of motivation

3.2 Judgement and Problem Solving

- Experience in lesson preparation and ability to organise teaching aids and equipment
- Sound knowledge of emergency procedures, workplace safety and evacuation procedures

3.3 Specialist Knowledge and Skills

- Demonstrate an understanding of the curriculum in place at the Wickham Recreation Precinct and Roebourne Aquatic Centre
- Demonstrated knowledge of the first aid and rescue techniques

3.4 Management Skills

- Demonstrated supervisory skills
- Time management to ensure all certificates are distributed in a timely manner

3.5 Inter Personal Skills

- Well developed public relations, interpersonal and verbal communication skills

3.6 Qualifications and Experience

- Physical fitness to an acceptable level to perform such duties as lifesaving
- Austswim instruction certificate or equivalent
- Resuscitation Certificate – Current
- First Aid Certificate - Desirable
- Working with Children Check.
- National (or Federal) Police Certificate (no more than 6 months old)

PD Approved by: Chief Executive Officer

Supervisor:

(Print)

Signature:

Employee:

(Print)

Signature:

Date Appointed:

POSITION DESCRIPTION

Position Title:	Aquatic Area Assistant
Position Number:	10990
Directorate:	Community Services
Reports to:	Aquatic Duty Manager
Supervises:	Nil
Internal Liaison:	Facility Staff, Managers and City Employees
External Liaison:	Residents, Ratepayers and the Community, Community Organisations, Patrons
Department:	Community Facilities
Agreement:	City of Karratha Enterprise Agreement 2019
Classification:	Level 2
Effective Date:	September 2020

1. POSITION OVERVIEW

The Aquatic Area Assistant is responsible for effectively assisting in the supervision of recreation programs and services to ensure a safe environment is provided to all Centre users / clientele.

1.1 Position Objectives

- To assist Lifeguards and Aquatic Duty Manager in the provision of recreation programs and services located in the City of Karratha Aquatic Areas.
- To assist Lifeguards and Aquatic Duty Managers in the provision of supervision of pool area and surroundings.
- To assist Lifeguards and Aquatic Duty Manager in maintaining the visual aspect of the facility.
- To liaise with the Aquatic Duty Manager concerning any matter relevant to the operation of the aquatic area.

2. DUTIES & RESPONSIBILITIES

2.1 Programs

- Assist the Aquatic Duty Manager in delivering quality programs and services in the aquatic area for children and adults, including but not limited to inflatable sessions, birthdays parties and other special events.
- Participate in special events, e.g. in-house workshops
- Maintain open and effective communication with other staff members
- Enjoy yourselves and convey this to patrons
- Be professional, reliable, responsible and mature in dealing with patrons
- Assist with the set up and packing away of equipment
- Make exemplary customer service a priority
- Report any damage of Centre facilities and equipment to your Supervisor
- Respond to all in-house communication, e.g. Roster Availability
- Maintain a clean tidy and professional appearance

2.2 Supervision

- Assist Lifeguards in performing aquatic rescue and first aid as required.
- Assist Lifeguards with cleaning tasks.
- Perform other duties as required.

2.3 Occupational Health & Safety

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to safety
- Utilise the City's procedure for OHS Communication, Consultation and Issue Resolution.
- They will not misuse or damage any equipment provided in the interests of safety or health.
- Observe all safe working practices as directed by the supervisor
- Use and maintain protective equipment correctly
- Report ALL accidents and incidents (including near-miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form within 3 days.
- Report all hazards using the Hazard Notification Form.
- 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 Specialist Knowledge and Skills

- Developed skills in the supervision and rescue of public in the aquatic area to a bronze medallion level.

3.2 Inter Personal Skills

- Highly developed verbal and written communication skills.

3.3 Qualifications and Experience

- Current Provide First Aid Certificate
- Current Pool Bronze medallion
- Experience in working within recreation industry and working with children (desirable)
- National (or Federal) Police Certificate (no more than 6 months old)

PD Approved by:

Aquatic Supervisor:

(Print)

Signature:

Employee:

(Print)

Signature:

Date Appointed: