

POSITION DESCRIPTION

Position Title:	Aquatic Supervisor – Operations
Position Number:	10440
Directorate:	Community Services
Reports to:	Recreation Facilities Coordinator
Supervises:	Aquatic Duty Managers, Lifeguards, Swim School Coordinator
Department:	Recreation Facilities
Agreement:	City of Karratha Enterprise Agreement 2021
Classification:	Level 5

1. POSITION OVERVIEW

The Aquatic Supervisor is responsible for managing the operation of the Aquatics area of the Karratha Leisureplex, Wickham Recreation Precinct and Roebourne Aquatic Centre in accordance with Council Policy and Health Regulations to provide an efficient, safe and attractive recreation facility for patrons.

1.1 Position Objectives

- Liaise with the Recreation Facilities Coordinator concerning any matter relevant to the good order and management of the Centre and in respect to the timely provision of services to the Karratha Leisureplex, Wickham Recreation Precinct and Roebourne Aquatic Centre by staff from the relevant sections of Council's operations or contractors.
- At the discretion of the Recreation Facilities Coordinator, undertake other recreation duties from time to time, ie at the Karratha Leisureplex, Wickham Recreation Precinct and Roebourne Aquatic Centre and administration office to develop multi-skilling in the various areas of Council's recreation service.

2. DUTIES & RESPONSIBILITIES

2.1 Management

- Ensure efficient management of the operation and activities of the Aquatic area of the Karratha Leisureplex, Wickham Recreation Precinct and Roebourne Aquatic Centre.
- Provide sufficient staff allocation and effective supervision of all patrons and ensure relevant Occupational Health and Safety standards are maintained.
- Development of an operational roster to provide effective supervision of all patrons and ensure relevant Occupational Health and Safety standards are maintained.
- Conduct water chemistry tests and plant adjustments to ensure water quality complies with WA Health Department Standards.
- Ensure enforcement of Council's By-Laws relating to the Karratha Leisureplex, Wickham Recreation Precinct and Roebourne Aquatic Centre.
- Develop, implement, evaluate and maintain an operation manual for the sound management of the Karratha Leisureplex, Wickham Recreation Precinct and Roebourne Aquatic Centre.
- Administer the booking and hiring of Council's recreation facilities in accordance with Council's policies and procedures.

- Liaise with the appropriate Council Department and or contractors to ensure facilities and grounds are maintained in a hygienic, safe and presentable condition.
- In liaison with the Recreation Facilities Coordinator, program, promote and market the Karratha Leisureplex, Wickham Recreation Precinct and Roebourne Aquatic Centre as a cost-effective aquatic leisure facility.
- Prepare reports in relation to the Centre's activities as directed by the Manager Recreation Facilities.
- Perform manual duties including lifesaving and retrieval of injured persons or equipment from the swimming pool, pool and ablution cleaning utilising cleaning aids such as brooms, hoses and cleansing agents, lifting of equipment with designated lifting apparatus.
- Administer first aid as required.

2.2 Delegation of Authority

- Operates under general direction of the Recreation Facilities Coordinator within established guidelines and policies of Council as well as statutory provisions of the various Acts and other legislation. Authorised to write requisitions for work, maintenance and goods within limits as set under delegation of the Chief Executive Officer.

2.3 Budget

- Allocate and collect fees and charges, balance and reconcile daily takings, and monitor budgets in accordance with Councils policies and procedures.
- Assist in the preparation of the annual budgets for the Karratha Leisureplex, Wickham Recreation Precinct and Roebourne Aquatic Centre.
- Ensure all financial quoting is accurate and consistent with City of Karratha processes.

2.4 Human Resources

- Recruitment, training and preparation of a roster for Karratha Leisureplex, Wickham Recreation Precinct and Roebourne Aquatic Centre staff.
- Collect and process time sheets for Karratha Leisureplex, Wickham Recreation Precinct and Roebourne Aquatic Centre staff.
- Conduct annual performance reviews for Karratha Leisureplex, Wickham Recreation Precinct and Roebourne Aquatic Centre staff.
- Monitor performance of Karratha Leisureplex, Wickham Recreation Precinct and Roebourne Aquatic Centre staff and provide guidance and performance management as needed.

2.5 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 *WHS 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 *WHS Management: Roles and Responsibilities*.

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

3.1 Authority and Accountability

- Works under general supervision of the Recreation Facilities Coordinator
- Works in accordance with approved Council's policies, procedures and guidelines and Health Act 1911, Health (Aquatic Facilities) Regulations 2007

3.2 Judgement and Problem Solving

- Ability to exercise limited judgement to problem solve by using guidance found in established processes, procedures, precedents, and guidelines.
- Demonstrated ability in the areas of time management, working autonomously and within a team, organisation, initiative, problem solving and conflict management skills.

3.3 Specialist Knowledge and Skills

- Physical fitness of an acceptable level to perform duties such as lifesaving, pool cleaning and other general pool housekeeping duties.
- Demonstrated working knowledge of pool plant, equipment and filtration systems.
- Developed communication, report writing, programming, promotional, interpersonal and teamwork skills to enable efficient interaction with Management, staff and the general public.
- Developed cash handling skills

3.4 Management Skills

- Sound organisational and time management skills with demonstrated ability to effectively manage multiple tasks and meet deadlines.
- Supervisory experience including industrial relations, occupational health and safety and pool management experience including a sound knowledge of the provisions of the Health Act, Regulations and By-Laws applying to the maintenance and operation of Public Swimming Pools.

3.5 Inter Personal Skills

- Highly developed numeracy, verbal and written communication skills relevant to the work area
- Ability to manage time effectively to ensure duties are carried out to the required standard
- Demonstrated customer service skills.
- Basic keyboard and computer skills with a working knowledge of Microsoft Office, internet and email applications.
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3.6 Qualifications and Experience

- Tertiary qualification in a related discipline such as Facility or Project Management and/or demonstrated relevant industry experience in a leadership position
- Provide First Aid Certificate
- Royal Life Saving Society Pool Lifeguard 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.
- National "C" class driver's licence
- Working with Children Check
- National (or Federal) Police Certificate (no more than 6 months old)