

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 Industrial Agreement 2023
Classification:	Level 4

1. POSITION OVERVIEW

The Aquatic Duty Manager is responsible for assisting in the operation and management of the Aquatics area of the Karratha Leisureplex 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 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 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

- 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 Interpersonal 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)