



SHIRE OF
HARVEY

Team work

We are a united team who works together towards a common goal.

Integrity

We are empowered and accountable when making decisions.

Excellence

We are committed to an exceptional customer experience.

Leadership

We are adaptable and responsive in our leadership.

Respect

We are respectful of our history and work together to build our future.

Aquatic Supervisor

Our vision

Together, towards an even better lifestyle.

1. Position details

Directorate:	Community and Lifestyle	Level: 5
Reports to:	Aquatics Manager – Leschenault Leisure Centre	
Supervision of:	Lifeguards	
Significant Working Relationships:	Manager Leschenault Leisure Centre Community, business and sporting groups Key internal stakeholders	

2. Position summary

Required to actively supervise aquatic patron activities, maintenance and facility operations at the Shire of Harvey Dr. Peter Topham Memorial Swimming Pool ensuring the swimming pools are efficient, safe, hygienic and well presented at all times.

3. Community strategic objectives



4. Values

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5. Key duties and responsibilities

Key functions	Specific duties
Pool Supervision	<ul style="list-style-type: none">• Oversee and effectively monitor and supervise all water spaces and activities ensuring all patrons are complying with policies and procedures.• Facilitate a safe, pleasant and fun environment.• Ensure equipment and facilities are set up in accordance with the booking sheet.• Conduct facility inspections to investigate potential cleaning, maintenance, safety and other issues that may require attention.• Ensure Area Checklists are completed and signed off.• Ensure facility equipment when used is cleaned and stored appropriately.• Handle as “first person contact” complaints received at the aquatic facility, assist patrons and take appropriate measures to ensure customer needs are met.• Provide advice to patrons regarding: water safety.• Conduct programs as required.• Taking of water samples and completion of required records.• Cleaning of aquatics area including ablutions and change rooms when required.• Supervise lifeguards and ensure lifeguard duties are completed to acceptable standard.
Operational	<ul style="list-style-type: none">• In collaboration with the Aquatics Manager, develop and maintain staff rostering and professional development of aquatic staff.• Coordinate the assessment, documentation and reporting of the regular safety audits to ensure safety equipment is functional and all first aid supplies are maintained at approved levels.

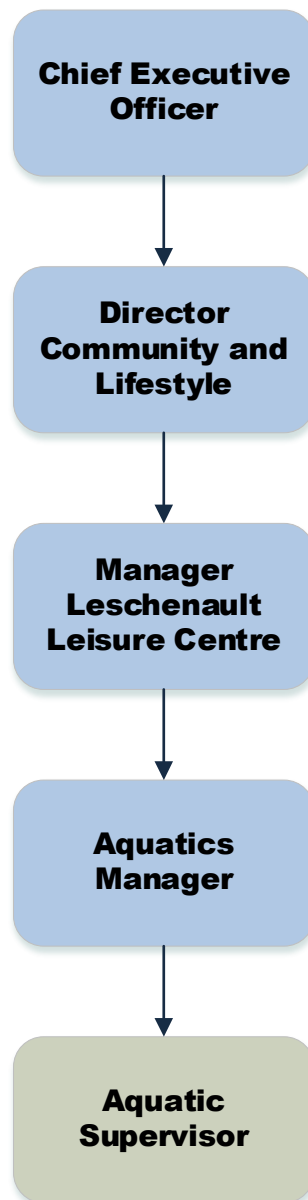
	<ul style="list-style-type: none"> • Operate the plant room as per the approved schedule in the Aquatic Code of Conduct ensuring water quality is always maintained at prescribed levels. In consultation with third parties ensure all plant room preventative maintenance is undertaken and that water is monitored daily and balanced accordingly. • Ensure the facility has required chemicals and supplies to ensure smooth operation of the plant room. Develop and maintain an ordering schedule. Liaise with the Aquatics Manager for purchasing of required chemicals. • Produce responses to customer feedback in relation to the aquatic facility and present to Aquatics Manager for approval. • Undertake season opening and season closing checklists as described in the Pool Operations Manual. • Ensure change rooms and toilets are maintained to the highest standard of cleanliness during the pool season.
Commercial and Financial	<ul style="list-style-type: none"> • Ensure the kiosk is well maintained to current health and food safety standards and is kept in a neat and presentable condition. • Ensure that sufficient stock is available for public purchase to protect Shire reputation. • Undertake daily reconciliation of profit and loss at the facility and liaise with the Shire's financial services team to complete to Shire standards.
Other	<ul style="list-style-type: none"> • Reasonable duties commensurate with classification level. • National Crime Check. • Current "C" Class Drivers License.
Organisational	<ul style="list-style-type: none"> • Work in accordance with the Shire's Work Health and Safety and risk management principles. • Work in accordance with the Shire's defined Equal Employment Opportunity and Anti-discrimination legislation, procedures and principles. • Create and capture records of work activities in line with policies and procedures. • Contribute to ensuring a cohesive team approach where knowledge is shared and there is a demonstrated commitment to continuous improvement and self-development and participate in annual performance appraisal.

- Adhere to the Shire's Code of Conduct, policies and management practices as amended from time to time.
- Contribute to the attainment and development of strategic plan outcomes, strategies and actions.

6. Extent of authority

Operates under the general direction of the Aquatics Manager and Manager Leschenault Leisure Centre within the Shire procedures, guidelines and practices and Council policies.

7. Your team



8. Position selection criteria

Essential

1. Pool Operations Group 1 Technical operator's accreditation (LIWA).
2. Current Pool Lifeguard certificate.
3. Current HLTAID011 Provide First Aid.
4. HLTAID001 Provide Cardiopulmonary Resuscitation.
5. Previous experience with a multi-faceted leisure centre as a lifeguard or supervisor.
6. Support a culture of quality customer service and respond professionally to problems with appropriate solutions.
7. Demonstrated ability to work unsupervised following instructions and procedures and reporting issues to the Manager.
8. Demonstrated ability to co-operate with patrons and work as part of an effective team.
9. Demonstrated knowledge of plant room operations, water chemistry and health regulations.
10. Knowledge of the Code of Practice for the Design, Construction, Operations, Management and Maintenance of Aquatic facilities.

Desirable

1. Advanced Resuscitation qualification.
2. Knowledge and experience with LINKS computer software.
3. Experience conducting internal staff training and professional development sessions.