

POSITION DESCRIPTION



Date: 26 August 2024

1. Position Identification

Title:	Duty Manager Swimming Pool				
Position Number:	PE.RE.48	Level:	5	Agreement:	Shire of Exmouth Enterprise Agreement 2017
Department:	Corporate and Commercial Services				
Section:	Economic and Lifestyle Services				
Location:	Exmouth, Western Australia				

2. Reporting Relationships

Reports to:	Coordinator Aquatic and Leisure Services
Direct Reports:	Nil

3. Value Statement

Embrace and promote the values of integrity, accountability, respect and innovation.

- **Integrity**
We act with care and diligence - making decisions that are honest, impartial, timely and based on all relevant information.
- **Accountability**
We use Shire resources in a responsible and accountable manner that ensures the efficient, effective and appropriate use of resources and information.
- **Respect**
We treat people with dignity, fairness and recognise their interests and rights.
- **Innovation**
We strive for continuous improvement, embrace change and challenge the status quo.

4. Role Purpose

Reporting to the Coordinator Aquatic and Leisure Services, assist in managing the operations of the Paltridge Memorial Swimming Pool with a safe, hygienic and a high-quality experience at the aquatic facility.

Supervision of patrons in accordance with Local Law, Council Policy and Statutory Aquatic Facilities requirements.

5. Key Objectives

Ensure the effective and efficient operation of Paltridge Memorial Swimming Pool in compliance with all relevant policies and procedures.

Ensure to maintain a high level of customer service and the safety and well-being of patrons whilst at the facility.

Liaise with the Coordinator Aquatic and Leisure Services and Manager economic and Lifestyle Services for the timely provision of services to the swimming pool.

6. Key Responsibilities

Supervise patrons and exercise a duty of care to the general public.

Carry out the day-to-day operations and activities of the Paltridge Memorial Swimming Pool.

Maintain order and control of the pool users with particular attention to safety and proper use of the facilities.

Ensure to effect a rescue including, but not limited to administer first aid and resuscitation when necessary.

Support the Coordinator Aquatic and Leisure Services to enforce Council local laws and policies relating to Swimming Pool operations.

Assist in monitoring of swimming pool water quality.

Assist in operation of chlorination and filtration equipment as directed.

Assist in managing special public events held at the Paltridge Memorial Swimming Pool.

Ensure effective maintenance and cleaning of all swimming pool facilities including ground maintenance and general cleaning to a high standard and in accordance with relevant regulations, policies and procedures.

Assist in operations of the Spray Park as directed.

Be proactive and work effectively as part of team to achieve excellent customer service.

Provide support to the Environmental Health team, including but not limited to undertaking water testing in accordance with relevant Acts.

Other

Any other duties consistent with the level of this position.

7. Risk Management and Workplace Health and Safety

Participate, contribute and demonstrate personal commitment to safe practice and environmental awareness that is compliant with Duty of Care requirements under the Work Health and Safety Act 2020 and relevant regulations and guidance notes.

Identify potential hazards and take appropriate action in accordance with policies and procedures.

8. Qualifications and Work Experience

Mandatory Requirements

- Hold a current national “C” class Western Australian driver’s licence (or be able to obtain within 3 months).
- Valid permanent Australian Work Rights.

Essential Requirements

- Pool Operations Group 1 qualification or ability to obtain.
- Pool Lifeguard certificate.
- Leisure Institute Western Australia Aquatics (LIWA) accreditation.
- Operate breathing apparatus competency or equivalent qualification.
- Senior First Aid certificate.
- Ability to obtain recertification as may be required for any qualifications held, as deemed necessary.
- Ability to demonstrate and support the values of the Shire of Exmouth.

Desirable Requirements

- Previous experience in swimming pool operations.
- WA recognised Swimming Teacher qualifications.
- Experience in swimming pool water quality monitoring

Note: The requirements and responsibilities in this position description are a general guide only and are not all inclusive. The Position Description may be reviewed at any time based on operational requirements.