



SHIRE OF
MERREDIN
INNOVATING THE WHEATBELT

POSITION DESCRIPTION

Aquatic Coordinator



1. **TITLE and POSITION NUMBER:** Aquatic Coordinator (013)
2. **LEVEL:** Level 9 as per the [LGIA 2020](#) a registered Agreement with the WA State Industrial Commission (01/01/2023).
3. **TERM:** Permanent
4. **DEPARTMENT/SECTION:** Strategy and Community, Merredin District Olympic Pool
5. **HOURS: Seasonal (Total 1976 hours per annum)**
Note: Hours are subject to change and/or negotiation.
1 November to 31 March – (26 weeks or 1716 hours average 66 hours per week) The employee shall work all hours that the swimming pool is open plus additional reasonable time for maintenance and cleaning.
1 April to 31 October (26 weeks or 260 hours average 10 hours per week) – Swimming pool is closed from 1 April to 31 October. During that period, the employee is only required to work 10 hours per week to check and maintain pool and grounds.
6. **POSITION OBJECTIVES**
To coordinate the day-to-day management, programming and technical operation of the Merredin Swimming Pool and always ensure a safe and attractive environment is maintained.
7. **REQUIREMENTS OF THE POSITION**
QUALIFICATION
 - Pool Operations, Group 1 Facility
 - LIWA Accreditation
 - Applied First Aid
 - Aquatic Trainer
 - AUSTSWIM Teach of Swimming and Water Safety*Please note the above qualifications are desirable. The Shire of Merredin is willing to provide training for the right candidate.*
KNOWLEDGE and SKILLS
 - Significant (current) experience in managing a public swimming pool.
 - Extensive experience in marketing, programming and promotion of events and activities relevant to the aquatic industry in a local government environment.
 - Highly developed interpersonal skills with relevant written and verbal communications skills.
 - Well developed organisational and time management skills
 - Experience in developing and managing teams.
 - Demonstrated financial and administrative skills.

8. KEY DUTIES / RESPONSIBILITIES

Maintenance of Building, Plant and Equipment

- Ongoing maintenance of building, plant and equipment.
- Ensure a safe environment is maintained at all times.
- Monitor plant and equipment daily.
- Report maintenance issues for rectification.
- Contribute to the preparation of asset management plans and their implementation.
- Liaise with maintenance contractors and subcontractors in the overall supervision of the plant.
- Oversee regular prescribed water quality, chemical balancing testing and recording of results as prescribed by the WA Health Department.
- Be responsible for all chemical handling and the maintenance of water quality in accordance with prescribed standards.
- Ensure a clean facility including but not limited to the grounds, pool surrounds and buildings.
- Undertake daily cleaning as necessary for public areas including ablution blocks, kiosk, centre entry and pool surrounds.
- All other duties that are lawful as requested by the Executive Manager Strategy & Community.

Management of Staff

- Recruit and manage suitably qualified pool staff to ensure prescribed standards are met.
- Prepare and manage pool staff rosters, utilising internal rostering system.
- Develop and implement emergency procedures and provide staff training in these procedures.
- Develop and coordinate on-site training of staff.

General Administration

- Maintain and report on accurate statistics to determine usage, reports to be completed weekly, with a monthly overview for Council.
- Be responsible for the ongoing development and implementation of improved administrative and work procedures.
- Contribute to the preparation of budget documentation and financial planning.
- Develop, market and implement programs to enhance community involvement and use of the Pool.
- Be responsible for cash handling and daily takings.
- Develop strategies to encourage further use of the facility.
- Ensure hazards and risks are identified, documented and addressed appropriately in a timely manner, report any of the beforementioned to the Executive Manager Strategy & Community.

Kiosk Operations

- Ensure the kiosk is well maintained and kept in a neat and presentable condition and

that sufficient stock is available for public purchase.

- Utilise POS system (when available) for stocktake, data collection and reporting.
- Receipt of entry fees and sale of goods from kiosk.

Customer Service

- Provide effective supervision of all patrons and staff to ensure that the appropriate Shire by-laws and management objectives are maintained.
- Observe behaviours and ensure that the highest standards of public safety are maintained, and issues are managed in a timely manner.
- Provide activities and programs that make use of the whole facility.
- Assist in the development of programming.
- Follow the Watch around Water guidelines.

8. ORGANISATIONAL RELATIONSHIPS

Responsible to: Executive Manager Strategy and Community

Supervision of: Lifeguards
Junior Lifeguards / Assistants
Kiosk Attendants

Internal and External Liaison:

Internal: Chief Executive Officer
Shire Executive Managers
Swimming Pool staff
Other Shire Staff

External: Patrons and Public
Royal Life Saving Society (RLSS)
Local Government Insurance Scheme (LGIS)
Contractors and Service Providers
Relevant Government Agencies and Regulatory Bodies

9. EXTENT OF AUTHORITY

Operates under the direction of the Chief Executive Officer or Executive Manager Strategy and Community within established guidelines, procedures, and policies of Council as well as statutory provisions of the Local Government Act and all other relevant legislation.

10. SELECTION CRITERIA

- Significant (current) experience in managing a public swimming pool.
- Extensive experience in marketing, programming and promotion of events and activities relevant to the aquatic industry in a local government environment.
- Highly developed interpersonal skills with relevant written and verbal communications

skills.

- Well-developed organisational and time management skills
- Experience the development and management of teams.
- Demonstrated financial and administrative skills.

11. CONDITIONS OF EMPLOYMENT INFORMATION

- The Officer will be required to provide a satisfactory National Police Clearance, Working with Children Check and Pre-employment Medical Examination and Drug Test as a condition of employment, prior to commencing duties.
- Annual Leave will apply in accordance with the indicated Award of this position.
- Uniforms to be provided in accordance with Shire Policies.
- Superannuation will be paid to your nominated super fund as per the Superannuation Guarantee Legislation and relevant Shire Policies.
- All employees are required to contribute to a culture of safety and take reasonable care for the physical and psychological health and safety of themselves and others at work.
- All employees are covered by, and are expected to comply with, the Work Health and Safety Act 2020 and Work Health and Safety (General) Regulations 2022 along with the Shire's Work Health and Safety Policy.
- All staff must understand and comply with the Shire of Merredin Staff Induction, Code of Conduct, Policies, Procedures and Protocols.
- All other conditions in accordance with the indicated Award/Agreement of the position and must comply with the [Industrial Relations Act 1979 \(WA\)](#) and the [Minimum Conditions of Employment Act 1993 \(WA\)](#).

Note: All parties are to sign and date the areas provided to indicate their mutual agreement of the requirements of this position.

<i>New Employee</i>	Employee Signature:	Date:
<i>Current Manager</i>	Manager Signature:	Date:
<i>Chief Executive Officer</i>	CEO Signature:	Date: