 <p>The Flinders Ranges Council</p>	<p style="text-align: center;">HUMAN RESOURCES</p> <p style="text-align: center;">POSITION DESCRIPTION</p>	<p>Version Number Issued Last Review Next Review GDS</p>	<p>2023 June 2018 July 2023 July 2024 12.62.3.3</p>
---	--	--	---

Job Description

1. **TITLE:** **Casual Swimming Pool Coordinator (Seasonal - Fixed Term)**
2. **LEVEL:** Local Government Employee Grade 4, Level 3
3. **REPORTS TO:** Technical Officer
Director of Works
Chief Executive Officer
4. **POSITION OBJECTIVES:**
 - Co-ordinate the daily management and staffing of the swimming pool service;
 - Operational responsibility of the swimming pool;
 - Promote and support the Council's image as an effective, courteous and efficient organisation by maintaining a good rapport with the public, swimming pool patrons and an effective working relationship with Council employees;
 - Liaise with the Technical Officer (or delegate) on matters relating to administration or operation of the swimming pool service;
 - Liaise with Director of Works (or delegate) on matters relating to the maintenance of the swimming pools; and
 - Provide regular reports to the Director of Works and the Senior Leadership Team.


REQUIREMENTS OF THE JOB

Skills

- Demonstrate the ability to manage employees and employees administrative arrangements and rostering.
- Demonstrated conciliatory ability to maintain good personal relations between management and patrons of the facilities;
- Interpersonal and communication skills must be characterised by patience, clarity, empathy and understanding;
- Time management and organisational skills essential in order to meet deadlines;
- Self-motivated and work efficiently without supervision;
- Good level of numeracy, accuracy and analytical skills; and
- High level of understanding of Work, Health and Safety and its administrative application.

Knowledge

- Sound knowledge of water filtration and heating and the handling of chemicals associated with water purification and chlorination relative to the operation and maintenance of a swimming pool;
- Comprehensive knowledge of first aid and life saving techniques including resuscitation;
- Working knowledge of pool facilities management principles and practices;
- Working knowledge of activities which may be conducted at a swimming pool including leisure, fitness, competitive and educational activities;
- Working knowledge of the operation of a small canteen including handling of monies; and
- Working knowledge of Work Health and Safety requirements.

 <p>The Flinders Ranges Council</p>	<p style="text-align: center;">HUMAN RESOURCES</p> <p style="text-align: center;">POSITION DESCRIPTION</p>	<p>Version Number Issued Last Review Next Review GDS</p>	<p>2023 June 2018 July 2023 July 2024 12.62.3.3</p>
---	--	--	---

EXPERIENCE AND QUALIFICATIONS

Essential Criteria:

- Senior First Aid Certification;
- Accredited lifesaving qualifications from Royal Life Saving Society or equivalent (minimum standard Bronze Medallion);
- Cardiopulmonary Resuscitation Certificate (CPR);
- DHS Working with Children Check (the former DCSI Screening and Background Checks Certification for children & vulnerable people are valid until expiry); and
- Mandatory Notification Certificate (Child Safe Environment course).

Desirable Criteria:


- Pool Plant Operator's Certificate;
- Considerable experience in the operating of water filtration and chlorination equipment, associated with a public swimming pool; and
- Experience in recreational facilities operations;

Training

- Training, both on the job and external courses, seminars and conferences relevant to the work area to achieve, maintain and improve skills, qualifications and performance standards.

KEY RESPONSIBILITIES:


- Manage the daily operation of the swimming pools;
- Coordinate employees within the Swimming Pool Service, to include (but not exclusive to) inductions to the site including all Council policies and procedures, Incident reporting and legislative requirements, employee rostering and performance;
- Liaise with the Director of Works (or delegate) on the implementation and co-ordination of maintenance programs;
- Liaise with the Director of Works (or delegate) on the hours of operation and administration;
- Liaise with Senior Leadership Team (through the Director of Works) on any matter relating to programs provided by outside bodies relating to recreation, fitness, training and social needs;
- Ensure compliance of all health regulations as they relate to the swimming pools;
- Monitor and record on a regular basis each day in accordance with recognised procedures, the water quality standards of both pools ensuring compliance at all times with recognised health standards including:
 - Chlorine levels and dosage;
 - pH and alkalinity testing;
 - Water temperatures;
- Operate the water circulation plants and associated equipment in accordance with recognised procedures;
- Ensure safe storage of chemicals associated with water quality and the swimming pool, controlling the use of such chemicals, all to be handled, stored and used in accordance with manufacturer's recommendations and instructions;

	<p style="text-align: center;">HUMAN RESOURCES</p> <p style="text-align: center;">POSITION DESCRIPTION</p>	<p>Version Number Issued Last Review Next Review GDS</p>	<p>2023 June 2018 July 2023 July 2024 12.62.3.3</p>
--	--	--	---

- Oversee the conduct of all persons in and around the swimming pools in accordance with established policies;
- Apply first aid care including, resuscitation, using recognised precautionary measures and equipment so as not to place in jeopardy the health of oneself or others;
- Perform duties as Pool Attendant overseeing the activities and safety of the swimming pool users in compliance with pool rules;
- Ensure proper maintenance of buildings, lawns and gardens, swimming pools and water heating, filtration and chlorination systems and all other plant equipment including daily cleaning of male and female ablution areas, pools and surrounds;
- If required, assist in the on-site co-ordination of all learn to swim and aquatic programs in conjunction with the local Education Departments, VAC Swim and aquatic programs, and other organisations, liaising with the Instructors-in-Charge;
- Prepare pool equipment for any club, carnival, swimming instruction and other users and if required store away such equipment upon conclusion of use; and
- Foster a good image of the swimming pools and Council in both efficiency and courtesy at all times promoting the pool and its facilities;

Work Health and Safety

- WHS regulations must be monitored and adhered to at all times. All employees have a responsibility to work safely, taking reasonable care to protect their own health and safety and that of fellow workers or other persons in the workplace;
- Using and caring for equipment provided for health and safety purposes;
- Adhering to WHS related policies, procedures or other safe work methods;
- Ensuring pool employees adhere to WHS related policies, procedures and other safe work methods;
- Following and ensuring all pool employees adhere to any reasonable instruction(s) given in relation to WHS;
- Attending WHS training when required and ensuring pool employees are allowed time to attend training when required;
- Ensuring all Incidents, Near Misses, Injuries, or identified hazards are reported immediately (as defined in the incident reporting and investigation procedure) by defined reporting mechanisms;
- Assisting supervisors with accident investigations;
- Responsible to ensure that workplace inspections and pool audits are conducted when required;
- Ensuring any corrective actions assigned are actioned within the expected timeframes;
- Complying with (and ensuring pool employees compliance to) councils established lone worker safe systems of work;
- Ensuring that all users are in a safe state, as not to endanger themselves or others;
- Contributing to improvements in Work, health and safety by providing feedback and suggestions during the process of consultation;
- Supporting the health and safety representative and keeping them informed of WHS issues or concerns;

 <p>The Flinders Ranges Council</p>	<p style="text-align: center;">HUMAN RESOURCES</p> <p style="text-align: center;">POSITION DESCRIPTION</p>	<p>Version Number Issued Last Review Next Review GDS</p>	<p>2023 June 2018 July 2023 July 2024 12.62.3.3</p>
---	--	--	---

- Supporting injured work colleagues in return to work; and
- Participating in performance review.

An employee is held accountable through the line management structure to the Chief Executive Officer.

ORGANISATIONAL RELATIONSHIPS

Organisational Relations

- Responsible to Technical Officer, Director of Works and ultimately the Chief Executive Officer; and
- In conjunction with Director of Works (or delegate), responsible for all employees within the swimming pool service, including volunteers engaged at the swimming pool.


Extent of Authority

- Control the conduct of persons within the pool premises in accordance with Council's policies.

ACCOUNTABILITY

The position is accountable for:

- Effective and efficient co-ordination of any employees within the swimming pool service including volunteers to ensure the pool is maintained and controlled in accordance with policies and procedures;
- Prompt reporting to Technical Officer and Director of Works on all relevant aspects and information pertinent to the operation of the Swimming Pool;
- Effective working relationship with employees and volunteers at all levels and all patrons of the swimming pool;
- Maintaining records and registers of the swimming pool's operations incorporating pool and water quality with weekly reports to Council's Environmental Health Officer;
- Maintenance of the swimming centres' plant and equipment; and
- Health, safety and welfare of all swimming pool employees, volunteers and users.

 <p>The Flinders Ranges Council</p>	<p style="text-align: center;">HUMAN RESOURCES</p> <p style="text-align: center;">POSITION DESCRIPTION</p>	<p>Version Number Issued Last Review Next Review GDS</p>	<p>2023 June 2018 July 2023 July 2024 12.62.3.3</p>
---	--	--	---

SALARY

The required hours to be worked for a period of approximately twenty (20) weeks on a flexible arrangement for the 2023-2024 swimming season on a casual fixed term seasonal contract.

A salary based on Grade 4, Level 3 of the Local Government Employees Award and Council's Enterprise Agreement No. 11 of 2022 plus a 25% casual loading.

Provision is made for up to five (5) hours of administration time per fortnight.

PERFORMANCE / SKILL STANDARDS

The performance of the person in this position will be assessed in relation to the following:

- Effectiveness and efficiency in managing the overall swimming pool service;
- Effectiveness of communication and relationship with employees, volunteers, patrons, the public and outside parties;
- Communication at all levels being courteous, clear and patient and informative;
- Public image of position and facility;
- Demonstrated commitment to excellence in customer service;
- Maintenance of a standard of excellence in pool safety and cleanliness of facilities;
- Maintenance and upkeep of the swimming pool plant and equipment;
- Willingness to maintain current and required skills and qualifications including accredited Life Saving, Resuscitation, First Aid and Pool Operator certificates and the participation in employees training; and
- Initiative in the performance of responsibilities.

Prepared by

Signed by employee

Dated