



# Position Description

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1. **Title** Hyden Aquatic Centre Manager
2. **Level** Negotiated salary pursuant to Local Government Officers (WA) Award 2021
3. **Department/Section** Planning and Assets
4. **Position Objectives**
  - To manage the Aquatic Centre in accordance with the provisions of the Health (Aquatic Facilities) Regulations 2007 to provide a safe and attractive environment for patrons.
  - To promote the use of the facility and to provide a high level of customer service.
  - To maintain the facility to a high standard.
5. **Required Knowledge**
  - Sound knowledge of the provisions of the *Health (Miscellaneous Provisions) Act*, Regulations and Local Laws applying to the maintenance and operation of Public Swimming Pools.
  - Sound knowledge of the conducting of water chemistry test as required by the Regulations
  - Sound knowledge of the operations and maintenance of water treatment plant comprising of pressurised sand filters.
  - Sound knowledge of the safety procedures and requirements for the handling of hazardous chemicals used for water treatment.
  - Sound knowledge of the Shire of Kondinin Hyden Pool Operation Plan
6. **Maintenance of Centre**
  - Maintain the grounds, lawns and slabbed areas in good order including sweeping, gardening, mowing, fertilising and weeding.
  - Ensure that all routine and general maintenance of plant and equipment is undertaken.
  - Notify the Manager of Planning and Assets, in writing, within 24 hours of:
    - Any incidences of vandal damage to the Centre; and
    - Substantial maintenance that the Centre requires.
7. **Emergency Control Plan**

In accordance with the Pool Operation Plan, perform practice evacuations, review procedures and make recommendations as necessary to the Chief Executive Officer.
8. **Control of Stores**

The Hyden Aquatic Centre Manager shall:

- Make arrangements for the order and delivery of all stores, materials, chemicals required for the operation of the Centre.
- Ensure that sufficient quantities of stores, materials and chemicals are available so as not to disrupt the operation of the Centre.
- Endeavour to obtain stores materials and chemicals in the most cost efficient manner possible.

#### **9. Collection of Fees & Charges**

The Aquatic Centre Manager shall:

- Collect and safeguard all monies from fees and charges including admission fees payable by the public and others with respect to the Centre. Records of attendances in writing shall be kept and submitted with receipted monies on a daily basis.
- Bank all monies at the Hyden Post Office regularly (monthly).
- Deliver to the Shire a written daily record of the number of persons admitted to the Centre and cash reconciliation. The record shall be delivered in the form, time and manner as is specified by the Administration.

#### **10. Cleaning**

The Hyden Aquatic Centre Manager shall:

- Maintain in a clean and safe condition in accordance with the directions of the Chief Executive Officer, Manager of Planning and Assets or Environmental/Health Officer.
  - i. The internal and external areas of all buildings including the kiosk/changerooms, plant room and store room; and,
  - ii. When the centre is open to the public the internal surrounds of the Centre including the ablutions, 4 x pools (25m pool, dive pool and 2 toddler pools = 4 pools), concourse and grassed areas.
- Ensure that the Centre is maintained in a clean and tidy condition after the Centre is closed each day during the season.
- Ensure that the Centre toilets and change rooms are maintained in a clean and sanitary condition at all times during the season.

#### **11. Security Requirements**

The Hyden Aquatic Centre Manager shall:

- Ensure that at all times all stores, chemicals, plant, equipment and any other materials required for the operation of the Centre are safely and securely stored so as to be protected from weather, theft, loss, damage or access by the public.
- Ensure that all gates, doors, windows and other means of entrance to any building or area in the Centre to which the public are not permitted to enter are kept locked and secure.
- Ensure that after the Centre is closed each day during the season:
  - i. All persons have left the Centre;
  - ii. All gates and points of entrance to the Centre are locked and secure;
  - iii. All doors and windows to buildings within the centre are locked and secure and;
  - iv. All lights and electrical appliances, except for security lights and appliances are switched OFF.

#### **12. Management and Reporting of Accidents**

The Hyden Aquatic Centre Manager shall:

- Provide assistance to any person involved in an accident at the Centre including first aid procedures where applicable.
- Record the details of any known accident occurring at the Centre in a book kept for that purpose and forward this information to the Chief Executive Officer as soon as practicable.
- Make the book available to the Chief Executive Officer upon request.

**13. Required Qualifications**

- Qualifications acceptable to the Executive Director of Public Health. These qualifications include (but not limited to) Swimming Pool Managers Competency Certificate, Pool Lifeguard, Bronze Medallion, Oxygen Resuscitation, Advanced Resuscitation and Senior First Aid.
- Breathing Apparatus Competence Certificate for Chlorine
- Hold a current C Class Motor Drivers Licence.

**14. Key Duties/Responsibilities**

**14.1 Supervision**

When the Hyden Aquatic Centre is open, the Aquatic Centre Manager shall:

- a. Be in attendance at the Centre at all times and not leave the Centre;
- b. Supervise all persons within the Centre;
- c. Provide assistance to any person who appears to be in danger;
- d. Prevent offensive or dangerous behaviour and where necessary remove, or initiate the removal of, persons acting in such a manner from the Centre;
- e. Perform regular inspections of the pool and surrounds;
- f. To operate the kiosk in such a manner so as not to affect the safety of any person within the Centre;
- g. Perform regular inspections of the Chlorine plant room;
- h. Be available and assist, without neglecting supervisory duties, Education Department Vacation and In-Term Swimming Classes.

**14.2 Maintenance of Plant and Equipment**

- a. Ensure that all plant and equipment in the Centre including the pool pumps, and chlorinator plant are operating properly at all times;
- b. If any plant or equipment fails to operate properly, immediately notify the Manager of Planning and Assets, or in their absence notify the Chief Executive Officer;
- c. Maintain all plant and equipment during off season;
- d. Report monthly to the Manager of Planning and Assets on the general condition and operations of the Centre;
- e. Maintain written procedures on the pool operation, including procedures for vacuuming, backwash – to be completed within 60 days of appointment.
- f. Manager of Works to be informed of backwash to be able to use water in other areas.
- g. Attend to minor maintenance as required, including reticulation, paving reinstatement and general repairs.

**14.3 Off Season Maintenance**

The Hyden Aquatic Centre Manager shall in conjunction with the Shire:

- a. Maintain the pool water to the level and quality specified by the Shire or its Chief Executive Officer during the off-season.
- b. Undertake all necessary works to ensure that the Centre opens at the commencement of each season on the date set by the Shire.

- c. Ensure that the Centre's plant and equipment is maintained in a fully functional condition during the off-season.

**15. Organisational Relationships.**

Directly responsible to the Manager of Planning and Assets

Internal and External Liaison:

Internal: Chief Executive Officer

Manager of Planning and Assets

Manager of Corporate Services

Manager of Works

Environmental/Health Officer

Other Staff as required.

External: Chemical and Equipment Suppliers

Western Australian Department of Health, via Chief Executive Officer

Public Utilities and Authorities

School Principal

Department of Education

Royal Life Saving Society WA

General Public.

**16. Extent of Authority**

Operates under the limited direction of the Chief Executive Officer and Manager of Planning and Assets within established guidelines, procedures and policies of Council as well as statutory provisions of the various acts and other legislation.

**17. Selection Criteria**

**Essential**

- Hold a certificate of competency as a qualified person in accordance with the *Health (Aquatic Facilities) Regulations 2007* issued by the Executive Director, Public Health.
- Well-developed public relations, interpersonal and conflict resolution skills.
- Strong client focus
- Well developed communication and numeracy skills
- Honesty and accountability
- Ability to work with minimal supervision.
- Working with Children Certificate
- Police Clearance

**Desirable**

- Demonstrated time management skills.
- Good negotiation skills.
- Sound knowledge of the provisions of the *Health (Miscellaneous Provisions) Act*, Regulations and Local Laws relating to the maintenance and operations of Public Swimming Pools.
- Sound knowledge of the conduct of water chemistry tests.
- Sound knowledge of the operations and maintenance of water treatment plant.
- Sound knowledge of the safety requirements for handling of hazardous chemicals used for water treatment.
- Sound knowledge of first aid and rescue techniques.

**18. Pool Hours.**

- Pre-season maintenance – September.
- Season – October to March – variances pending on weather may apply.
- Post-season – April
- Opening hours (refer attachment). These are subject to change by resolution of Council.

**19. Employment Benefits.**

- Salary/Time off in Lieu as negotiated.
- Off Season employment available by negotiation (optional).
- Superannuation – 11.5% of salary
- Housing accommodation options depending on requirements of successful applicant. Housing is provided as per the Shire of Kondinin Staff Housing Policy
- Conference attendance
- An Aquatic Centre comprising a 25m pool, Dive pool, 2 x toddler’s pool, kiosk and easy-care gardens.
- Administration and technical support.
- Friendly, family orientated town with excellent facilities only 3 hours, 45 minutes from Perth.

### **Suggested Season Pool Hours**

	<b>Maintenance</b>	<b>Open</b>
Monday	closed	
Tuesday	9am	11am – 6pm
Wednesday	9am	11am – 6pm
Thursday	9am	11am – 6pm
Friday	9am	11am – 6pm
Saturday		11am – 6pm
Sunday		11am – 6pm
Public Holidays		11am – 6pm
School Holidays		11am – 6pm
Swimming Lessons		9am – 6pm

Hours of opening can be negotiated, which may include early morning swimming.