

POSITION DESCRIPTION	
Title:	Assistant Pool Superintendent
Group:	Built and Natural Environment
Reports to:	Aquatics and Recreation Coordinator
Grade:	11
Position Allowances:	Nil
Hours:	38hpw (Monday to Sunday)
Number of Direct Reports:	Nil
Number of Indirect Reports:	Nil
Vehicle:	No
Position Code:	83104 83105, 83106 (2 x temporary seasonal)
Pre-placement Medical:	Required
National Police History Check:	Not required
WWCC Check:	Required
Date Developed:	March 2018
Date Updated:	April 2020
Position Purpose	
To coordinate and supervise operations at a Council controlled swimming pool/aquatic facility, in order to promote an active and healthy lifestyle through quality aquatic recreational facilities, and project the image of Council as both efficient and courteous, with emphasis on providing quality customer service.	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Aquatic Technical Operator (Pool Operations) – (SISSS00110). • Current Pool Lifeguard Licence. • Current Provide First Aid Certificate from a registered training provider. • Possess a "Working with Children Check" Clearance in accordance with the 'Child Protection (WWC) Act 2012. • Experience in operations of public swimming pools. 	

- Ability to communicate effectively with the public and possession of excellent interpersonal skills.
- Ability to supervise and motivate staff.
- Ability to work as part of a team.
- Ability to work unsupervised.
- Demonstrated understanding of safety in the workplace.
- Sound knowledge of the WH&S Act and Risk Management principles.
- Knowledge of relevant computer software applications and demonstrated computer skills.
- Experience in making suggestions to improvements to a quality management system or suggestions for other business improvements.
- Class NSW Drivers Licence – Class C.

Desirable:

- Previous experience as Pool Superintendent.
- Current AUSTSWIM Teacher of Swimming and Water Safety Certificate.
- SIS40115 Certificate IV in Sport and Recreation.
- Tertiary qualifications in Management / Team Leadership.

Main Activities/Tasks

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can do to identify, develop, resource, provide, support and measure benefits to the 4C's.

Operate Council's swimming pool /aquatics centre by:

- Coordination of aquatic activities when Pool Superintendent is not on site.
- Organising staff and resources.
- Organising and undertake the maintenance, repair, security and care of plant, equipment, tools and other Council assets assigned to or utilised by your team.
- Actively participate in the review and development of work practices and procedures in conjunction with other pool Superintendents.
- Make safe and secure buildings and other assets.
- Identify and report improvements and works in operations, maintenance requirements and other activities within area of responsibility and where required take immediate action.
- Manage rosters and works schedules within area of responsibility and participate in the planning for the lifeguard team.
- Management of resources allocated to area of responsibility.
- Review and report income and expense of works undertaken and assist the Pool

Superintendent in estimating income and expense.

- Monitor day to day performance against agreed quality, schedules and budgets. Provide written or electronic documentation of progress and variations to schedules and budgets.
- Continual review and implementation of schedules, plans and rosters to ensure effective use of labour, plant and materials in conjunction with the pool superintendent.
- Communicate with the community and internal customers regarding service undertaken by your team including complaints and requests.
- Ensure accurate completion of staff and plant timesheets, dockets , pool reports, daily diary, daily / weekly checklists, accidents and incident reports and other organisational forms and reports as required.
- Provide quality customer service with technical knowledge, conflict resolution with all members of the Community.
- Develop and maintain cross organisational relationships to achieve Councils goals.
- Assist Pool Superintendent in the review of current assets and make recommendations for the maintenance, procurement or replacement of those assets.
- Collect, interpret and analyse data and trends of pool usage.
- Represent pool services and Service on internal / external work parties and committees.
- Support internal initiatives and community engagement.
- Liaise, coordinate and consult with other agencies, consultants, Councillors, Senior Management, Council Staff and the community in regards to pool services.
- Ensure compliance with legislation and Council policy and procedure including Council's Code of Conduct, Procurement, Risk Management and other relevant policies and legislations.
- Physically undertake lifeguard shift.
- Provide operational, technical and strategic advice to Pool Superintendent and Aquatics and Recreation Coordinator.
- Supervision of the public and ensure swimming pool code of conduct is adhered to at all times.
- Maintain and clean chlorine lines, backwash plant and filters.
- Ensure any equipment breakdowns and / or building faults receive immediate action.
- Regularly test / record pool water treatment to ensure standards are maintained.
- Deliver aquatic programs.
- Manage pool bookings including lane allocation and invoicing.
- Compile reports on the Pool's operations as required.
- Responsible for review and implementation of cash handling procedures.

Demonstrate effective leadership by:

- Continuing development of an organisational culture consistent with the Council's Purpose Approach and Values.
- Provide leadership and supervision for employees working within areas of responsibility.

- Managing the performance of your team and individuals in it including on the job training, performance reviews and assisting in recruitment when required.
- Induct staff and visitors and hold regular meetings with team to maintain effective, efficient and safe works.
- Updating professional expertise and continually improve quality of advice provided.
- Provide leadership and foster a team environment, offer support, guidance, direction and motivation to staff.
- Build and maintain a team environment by consultation with staff, ensuring a support for council business strategies.

Commitment to Council's Sustainability Charter and responsibility to apply the principles of sustainability within the work practice areas outlined in the Position Description including implementing Environmental Management systems.

Perform other duties as required consistent with the objectives of the position.

Work Health & Safety

- Actively participate in a safe and healthy working culture.
- Monitor health and safety performance within area of responsibility.
- Demonstrate commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections, etc.
- Participate where required in resolution of safety issues.
- Initiate actions to improve health and safety within area of responsibility.
- Ensure all employees are inducted and receive regular training as required to perform jobs safely.
- Ensure safe working conditions are maintained.
- Provide information, training and appropriate supervision to people in your area of responsibility to enable them to work safely.
- Ensure Shellharbour City Council policies and procedures are communicated, understood and followed.
- Ensure people within area of responsibility know hazards and risks associated with any operation and the method established to eliminate or control risks.
- Ensure all incidents, hazards and near misses are reported and immediately followed up.

Accountability and Behaviours

- To ensure that they are accountable for their behaviours in the delivery of their duties noted in the position and other functions relating to their role.
- Follow Council policies and procedures.
- Work collaboratively within the team and across Council towards common goals.
- Develop and maintain positive and effective professional working relationships with community and customers.
- Contribute to a positive organisational culture.

- Continuous improvement – evaluate current activities and continuously look for ways to improve quality, effectiveness and efficiency.

Organisational Values

- Apply and demonstrate Council's Core Values of Collaboration, Accountability, Integrity, Respect and Sustainability.
- Apply and demonstrate the four principles that together form the focus of the organisation, namely the 4C's: Community, Councillors, Customer and Council.

