



Coomalie Community Government Council Position Description

Job Title:	RELIEF POOL SUPERVISOR
Department:	Operations
Reports To:	Operations Supervisor
Key Relationships:	<u>Internal:</u> Operations Manager, Operations Supervisor, Service Officers, Chief Executive Officer, Administration Manager, Community Recreation Officer, Administration Officer. <u>External:</u> Coomalie residents and Suppliers. Batchelor Areas School Batchelor outdoor Education Centre
Budget:	N/A
Assets Controlled:	N/A
Tenure	Relief 3 month Contract
Remuneration Package	Base salary \$49,315.62 per annum plus \$4,684.98 superannuation per annum
Special Features	Appointment to this position is contingent upon a satisfactory Criminal History Check and Working with Children clearance being completed and the report received by the Administration Manager prior to initial appointment.
Elements:	Coomalie Council policies and By-laws, NT Local Government Act and Work Health and Safety (National Uniform Legislation) Act 2011.

SUMMARY OF POSITION

Under the direction of the Operations Manager, the Pool Supervisor's key function will be to effectively and efficiently manage the operation of the Batchelor Swimming Pool and provide supervision to its patrons, including the operation of all equipment, daily maintenance supervisory functions adhere to all safety and WH&S requirements. Provide and maintain a safe and efficient environment for patrons and staff, comply with relevant legislation & regulations, provide competent first aid and resuscitation as required, and assist in developing work place procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

General

- To provide the best customer service to both internal and external customers in accordance with Council's policy and procedures in particular ensuring that the public image of the Council as a service provider is always maintained in the highest integrity.
- Presentation of a courteous and helpful image to Councillors, internal officers, outside organisations and customers.
- Maintenance of confidentiality in performing the duties of the position and in liaising with internal officers, outside organisations and customers.
- Carry out prompt investigation and reporting of all serious or potentially serious accidents which result in, or could have resulted in, either injury to persons or damage to property so that remedial action may be effected promptly
- Employ risk management principles and practices in day-to-day duties and functions
- Maintaining a safe work environment and undertaking all duties in accordance with the Coomalie Council's Policies and Procedures

Administration and Finance

Manage maintain and coordinate -

- Hazard / injury reports
- Safe work method statements
- Timesheet
- Receive, record and deliver to Council all monies due for the use of the pool

Public Safety/Risk Management

- Maintain a constant supervision presence at all times
- Perform lifesaving as required and render first aid or CPR as required
- Ensure that all persons working at the pool in any form of supervisory role have those qualifications necessary to perform that role
- Ensure that all employees and contractors and their employees under the direction or control of the position receive adequate instruction for the safe and efficient performance of their duties.

Occupational Health and Safety

- To comply with provisions of the Work Health and Safety Act by taking all reasonable precautions to ensure the health and safety of self and others
- To rectify actual or potentially hazardous situations, where appropriate, in accordance with established policies and procedures

- To report as soon as practicable to your Supervisor/Manager
 - Unsafe equipment, work practices or conditions
 - Potential hazards
 - Near misses
 - All injuries sustained whilst in the performance of work duties
 - Damage to Council equipment or property

Other Duties

- Comply with all Council policies and procedures.
- All other duties as required within the Pool Supervisors area of expertise.

JOB SPECIFICATIONS AND KEY SELECTION CRITERIA

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Control and management of the Batchelor Swimming Pool under direction from the Operations Manager, Operations Supervisor and the CEO of Council.

SPECIALIST SKILLS AND KNOWLEDGE

- Knowledge and skill of the principles and practices of the management and operation of a swimming pool and leisure facilities
- Knowledge and understanding of swimming pool and spa chemistry, purification, filtration and health regulations
- Knowledge and skills related to the public and in particular pool etiquette
- Knowledge of relevant parts of various acts and regulations including Royal Life Saving Society Australia (RLSSA)
- Comply with Councils procedures for safety, training, purchasing, document control, internal quality audits, corrective and preventative action, customer complaints and control of non-conforming products and services
- Excellent oral skills and ability to handle difficult customers
- Approachable, positive attitude and the ability to lead by example
- Knowledge of and ability to apply emergency first aid techniques, including CPR resuscitation, evacuation and critical incidents
- In the event of an emergency coordinate Councils emergency management plan to facilitate a safe exit of patrons, staff and contractors
- Physical fitness
- Commitment to ongoing professional development
- Manual handling skills for the purpose of carrying out a range of activities
- Commitment to service ethic and personal service excellence
- Capable of receiving and balancing financial records
- Ability to accurately record and inform Council of pool usage
- Ability to work unsupervised and motivate staff
- Ability to identify hazards and occupational risks
- Ability to supervise staff and complete work rosters

JUDGEMENT AND DECISION MAKING SKILLS

- Organisation and prioritising of daily and weekly activities
- Ability to implement continuous improvement practices

MANAGEMENT SKILLS

- Must possess a high level of commitment for the position in service to both internal & external customers
- Well developed organisational skills and the ability to prioritise workload
- Good organisational and time management skills including the ability to establish priorities and plan work

PERSONAL ATTRIBUTES

- Ability to maintain a professional manner when dealing with the public
- Ability to work alone
- Ability to work in hot and humid conditions
- Good interpersonal skills
- Effective organisational skills
- Ability to define problems and deal with a variety of situations
- Ability to think quickly, maintain self-control and adapt to stressful situations
- Ability to project a positive image in communicating with both internal and external customers at all times
- Capacity to exercise tact and diplomacy plus maintain confidentiality at all times
- Well-developed communication skills

ESSENTIAL QUALIFICATIONS AND EXPERIENCE

- Occupational Health and Safety Induction Training for Construction Work
- Class C drivers license
- Senior First Aid Certificate
- Bronze Medallion certificate
- Ochre Card
- Commitment to professional development and identifying opportunities for service improvement
- Ability to work effectively alone and as a team member

DESIRABLE QUALIFICATIONS, SKILLS AND EXPERIENCE

- Austswim Coaching Certificate
- Dangerous Goods Handling Certificate
- Anaphylaxis First Aid Certificate
- Asthma First Aid Certificate
- Previous experience in a similar role as a Swimming Pool Supervisor
- Chemical Handling Certificate
- Certificate in Swimming Pool Operations or willingness to obtain
- Certificate IV in Community Recreation – Aquatics or willingness to obtain
- Certificate in Pool Aquatics – Supervision or willingness to obtain

SELECTION CRITERIA

- Experience / certificates (as per above essential qualification and experience)
- Demonstrated ability to achieve position objectives and key responsibility areas
- Strong interpersonal and communication skills

- Judgment and decision-making skills, specialist skills and knowledge, and management skills
- Pool chemical and pump maintenance