



SHIRE OF
MERREDIN
INNOVATING THE WHEATBELT

POSITION DESCRIPTION

Relief Aquatic Coordinator

1. **TITLE and POSITION NUMBER:** Relief Aquatic Coordinator (016)
2. **LEVEL:** Level 9 as per the [LGIA 2020](#) a registered Agreement with the WA State Industrial Commission (01/01/2023).
3. **TERM:** Casual
4. **DEPARTMENT/SECTION:** Strategy and Community/ Swimming Pool
5. **POSITION OBJECTIVES**

To coordinate the day-to-day management, programming and technical operation of the Merredin Swimming Pool when required, and ensure a safe and attractive environment is maintained.

6. **HOURS – Seasonal**

Casual hours by negotiation with Executive Manager Strategy and Community.

7. **REQUIREMENTS OF THE POSITION**

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 the development and management of teams.
- Demonstrated financial and administrative skills.

8. **KEY DUTIES/RESPONSIBILITIES**

Maintenance of Building, Plant and Equipment

- Ensure a safe environment is maintained at all times.
- Monitor plant and equipment.
- Liaise with maintenance contractors and subcontractors in the overall supervision of the plant if required.
- 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 limited to the grounds, pool surrounds and buildings.
- All other duties that are lawful as requested by the Aquatic Coordinator and Executive Manager Strategy and Community.

Management of Staff

- Prepare and manage pool staff rosters if required.
- Implement emergency procedures and provide staff training in these procedures when required.
- All other duties that are lawful as requested by the Aquatic Coordinator and Executive Manager Strategy and Community.

General Administration

- Maintain and report accurate statistics to determine usage.
- Be responsible for the implementation of administrative and work procedures when working.
- Contribute to the preparation of budget documentation and financial planning, if required.
- Develop, market and implement programs to enhance community involvement and use of the Pool, if required.
- Be responsible for cash handling and daily takings.
- Ensure hazards and risks are identified, documented and addressed appropriately in a timely manner, report any of the beforementioned to the Recreation and Aquatics Manager.
- All other duties that are lawful as requested by the Aquatic Coordinator and Executive Manager Strategy and 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 Point of Sale (POS) system for stocktake, data collection and reporting.
- All other duties that are lawful as requested by the Aquatic Coordinator and Executive Manager Strategy and Community.

Customer Service

- Provide effective supervision of all patrons and staff to ensure that the appropriate Shire regulations 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.
- All other duties that are lawful as requested by the Aquatic Coordinator and Executive Manager Strategy and Community.

9. ORGANISATIONAL RELATIONSHIPS

Responsible to: Aquatic Coordinator

	Executive Manager Strategy and Community.
Supervision of:	Lifeguards Pool Assistants Junior Kiosk Attendants
Internal and External Liaison:	
Internal:	Chief Executive Officer Executive Manager Strategy and Community 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

10. 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.

11. SELECTION CRITERIA Essential

- 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.
- Current Aquatic Technical Operator Qualification.

Desirable

- Experience the development and management of teams.
- Demonstrated financial and administrative skills.

12. 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, including drug and alcohol testing as a condition of employment, prior to commencing duties.
- Annual Leave will apply in accordance with the indicated Award of this position.
- Uniforms will 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 \(WA\)](#).

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