

Information Pack

Pool Supervisor (Aqua Jetty)

Your application can be lodged online – [City of Rockingham Jobs List](#)

Applications are open until we receive a suitable pool of candidates.

Interviews may commence at any time, so if you are interested in this opportunity, please apply as soon as possible!

Selection criteria apply to this vacancy – refer to the advertisement

You will be required to provide your response to each criterion during the online application process.

"Refer to Resume" is not accepted as a response; your application will be regarded as incomplete and will not proceed.

If you identify as a person with disability and require adjustments throughout the recruitment and selection process, please contact the Recruitment Team via email at jobs@rockingham.wa.gov.au or phone 08 9528 0333. We're happy to discuss options to assist you e.g. we can provide alternate formats for application forms, or alternate methods of applying.

Employment Conditions

Locations	Aqua Jetty, 87 Warnbro Sound Avenue, Warnbro
Agreement	City of Rockingham Industrial Agreement 2024, or its successor
Gross Salary	\$86,797 per annum pro-rata, which equates to \$43.92 per hour
Tenure	Fixed-term (until 14 July 2027) Part Time (minimum 40 hours per fortnight)
Hours of Work	As per business requirements – hours will be scheduled Monday to Sunday (including Public Holidays) at a range of different times.
Superannuation	12% with the option to co-contribute up to a maximum of 5%
Annual Leave	Four weeks (pro-rata) per annum
Sick Leave	76 hours (pro-rata) per annum, accrued on a monthly basis
Long Service Leave	13 weeks of long service leave after 10 years of continuous local government service, transferable between all Local Government Authorities in Western Australia
Probationary Period	Three months; may be extended to six months
Integrity assessments that form part of our recruitment process	If your application progresses beyond interview you will be required to: • Provide referee details so we can conduct reference checks; at least one referee must be a current or immediate past supervisor or manager. We do not contact your referees until you give us consent to do so. • Obtain a National Police Check – this is an online process and you will be contacted by our provider. The cost of the check is paid by the City. A prior conviction is not an automatic barrier to employment with the City. The Human Resource Development team and Director will assess each case on merit and give approval for the recruitment process to continue, or not. • Participate in a medical assessment (including a drug and alcohol screen); the cost of this will be met by the City.

Position Description



Title:	Pool Supervisor
Tenure:	Fixed term, Part time
Division:	Community Development
Level:	4 Industrial Agreement General Classification

RESPECT – our Values Statements

Recognition – We encourage positive feedback, recognising and celebrating each other's contribution and achievements, no matter how small

Ethics – We know the difference between right and wrong, and recognise the importance of honesty and ethical behaviour

Service – We always aim to deliver excellent service to our customers, stakeholders and fellow staff

Professional Development – We commit to learning and training activities that assist our personal and professional development, and create pathways for promotion within the organisation

Empowerment – We make considered and informed decisions supported by training, encouragement and being able to learn from our experiences

Communication – We expect to be kept informed about important issues and we commit to always listening, asking questions and sharing information

Teamwork – We work together both within and across teams, help out whenever we can, and understand that it's not just about 'our team'



Position Objectives

- Coordinate the day-to-day operations of the aquatic facility, providing safe and high quality service delivery
 - Provide leadership and direction to all staff, ensuring that all areas of the aquatic facility are operating efficiently
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Organisational Relationships

Reporting to:	Aquatic Team Leader
Responsible for:	Lifeguards and Pool Assistants
Membership of:	Community and Leisure Facilities Team
Liaison with:	Managers, City of Rockingham teams, Aqua Jetty patrons

Organisational Chart



Key Responsibilities

- Ensure compliance with legislative requirements governing the facility
- Assist all supervisors in the management of the facility in accordance with operational practices, quality systems, legislative regulations and industry guidelines
- Comply with facility procedures for safety, training, purchasing, document control, quality audits, corrective and preventative action and customer complaints
- Liaise with user groups and facility program leaders to direct and coordinate to ensure that the facility is set up for programs as required
- To effectively monitor and supervise operational staff and ensure adequate safe pool supervision
- Ensure staff carry out their delegated responsibilities safely and competently
- Conduct regular facility inspections to investigate potential cleaning, safety and other issues that may require attention
- Assist staff and customers in areas of high demand, and cover breaks when required
- Respond to plant and building emergencies as required
- Oversee the running of plant room and trouble shoot as required including maintaining correct pool chemical levels
- Verify the accuracy of employee timesheet records and submission to appropriate authorisation officer and payroll

Customer Service

- Foster, advocate and implement the City's Customer Service Commitment
- Through the delivery of outstanding service, establish a reputation of customer service excellence throughout the organisation

Corporate Compliance

- Maintain safe and compliant work practices in accordance with Work Health and Safety (WHS) legislation, Risk Management, Procurement and Recordkeeping Frameworks and all other relevant Council policies and procedures
- Follow all standard/safe operating procedures for the work area, in a manner that is consistent with the WHS Roles and Responsibilities Framework

General

- Foster, advocate and implement the City's RESPECT Values Statements
- Perform other duties as directed when appropriate to the scope and level of this position

Functional Requirements of the Job

N = Never	R = Rare	O = Occasional	F = Frequent	C = Constant	Rep = Repetitive
0%	1-5%	6-33%	34-66%	67-100%	

Functional Demands	N	R	O	F	C	Rep	Comments
Walking				X		X	Required to walk on level concrete flooring surrounding pools, and level carpet and vinyl flooring in foyer and Health Club. Required to walk a maximum of 100m from foyer to outdoor pool
Lying	X						
Trunk Flexion			X				Required to open/close pool balance tanks, lift bags of pool chemicals, perform pool water tests, lift and carrying RPM bikes and assist with moving pool equipment if required
Pushing		X					Manoeuvring chlorine gas cylinders (up to 80kg via team push), concrete balance tank lids (up to 40kg via team lift), RPM bike (up to 20kg), opening/closing metal grate lids and facility doors.
Pulling		X					
Crawling	X						
Kneeling/Squatting			X				Required to lift concrete lids of balance tanks, collect pool water samples and read low valves
Forward Reaching				X			Required to complete computer-based work, collect and test pool water samples, operate valves and lift pool chemicals in plant room.
Overhead Reaching		X					Required to reach valves and climb on tanks in plant room
Grasp				X			Required to lift pool chemicals and balance tank lids
Fine Motor					X		Required to complete computer-based work, collect and test pool water samples and record readings
Neck Rotation			X				Neck rotation required when supervising lifeguards on pool deck.
Trunk Rotation		X					Required to reach high valves
Climbing			X				Stair climbing required to access plant room and Health Club. Rarely required to climb on water tanks to access valve dials in plant room
Foot Movement	X						

Functional Demands	N	R	O	F	C	Rep	Comments
Lifting (Floor to Waist)			X				Concrete balance tank lids (up to 40kg via team lift), bi-carb soda (25kg), particle filter bags (20kg), liquid chlorine bottle (20kg), pool filter (up to 10kg), metal broom (2kg), lid lifter tool (1kg) and manual hand tools (up to 1kg).
Lifting (Waist to Shoulder)			X				Pool filter (up to 10kg), metal broom (2kg), lid lifter tool (1kg), manual hand tools (up to 1kg), pool sample kit and first aid kit (up to 1kg).
Lifting (Overhead)		X					Manual hand tools (up to 1kg).
Carrying			X				Bi-carb soda (25kg), particle filter (20kg), liquid chlorine bottle (20kg), pool filter (up to 10kg), lid lifter tool (1kg) and other hand tools (up to 1kg).
Hand/Arm Vibration	X						
Whole Body Vibration	X						

ENVIRONMENT

Aqua Jetty Centre: Enclosed, air-conditioned indoor building with level concrete and tiled floor surrounding pools. Level carpet and vinyl in foyer and Health Club. Level outdoor concrete surrounding pool. Stair access to Health Club and group fitness room. Exposure to all weather conditions when working on outdoor pool (sun, heat, wind, rain). Outdoor pool area closed during thunderstorms. Exposure to wet flooring surrounding pools – enclosed and non-slip shoes worn. High noise exposure in plant room – PPE ear protection worn. Exposure to pool chemicals when in plant room – PPE face mask worn. Exposure to hazardous chlorine gas – self-contained breathing apparatus and oxygen supply used. Rare exposure to anti-social behaviour from public.

EQUIPMENT

Plant room equipment, concrete balance tank lids, bi-carb soda bags, particle filter bags, liquid chlorine bottles, chlorine gas cylinders, chlorine gas tank, pool filter, pool water testing kit, first aid kit, metal broom, manual hand tools, sporting equipment, scrubber machine, rotowash machine, v mop and computer.

PPE (PERSONAL PROTECTIVE EQUIPMENT) REQUIREMENTS

Aqua Jetty uniform short sleeve shirt, shorts, enclosed and non-slip shoes. Rain jacket and sunscreen available for outside work, in addition to own long pants, jacket, hat and sunglasses if desired. Gloves, hard hat, face mask, respirator and hearing protection for work in plant room. Full enclosed suit and oxygen supply worn when working with chlorine gas.

Requirements of the Job

Skills and Knowledge

- A sound knowledge of aquatic facility operation, programming and marketing
- Knowledge of general building maintenance requirements and the Building Management Systems (BMS)
- Knowledge of Health and Dangerous Goods Regulations and WHS legislation relevant to the role
- The ability to assist others in performing work by providing motivation, guidance and direction
- The ability to set priorities, manage time, coordinate resources and monitor performance
- An ability to negotiate solutions to problems, and remain calm when dealing with complaints
- Good verbal and written communication and interpersonal skills
- Basic computer skills including Microsoft Office and Facility Management Software (point of sale)

Experience

- Experience in the safe storage and handling of chemicals
- Experience in staff supervision and building a collaborative work environment
- Experience in aquatic facility management

Qualifications, Certification and Licences

Essential

- Current Provide First Aid Certificate and CPR Certificate
- Current Pool Lifeguard Award
- National Police Check
- Aquatic Technical Operation Certificate (SA & WA)
- Self-contained breathing apparatus and chlorine gas handling training
- LIWA Accreditation

Desirable

- Formal training in Work Health and Safety
- Previous experience in the promotion, planning and coordination of special events and activities
- Current Working with Children Check

Scope of Position

The Pool Supervisor:

- Works under the general direction of the Aquatic Team Leader
- Prioritises own work to ensure all tasks are performed within a satisfactory timeframe
- Exercises initiative and/or judgment within clearly established procedures and guidelines

Authorised Officers

This role is listed as an authorised person appointed by the Local Government and/or the Chief Executive Officer of the City of Rockingham. Authorised persons are appointed to exercise decision-making powers for specific legislation.

There may be limits on the authorisation. Some legislation may require the authorised person to have an authorisation certificate. The authorisation certificate(s) must be in possession of the officer when exercising powers as an authorised person.

Certification

Approved by	Manager Community and Leisure Facilities	Date reviewed	March 2024
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Submitting Your Application

The following information will assist you in preparing your application. All applications are reviewed by a selection panel which determines the candidates who are the strongest overall match to the requirements of the position. The selection panel will base its decision on the information you provide.

Canvassing of elected members will eliminate you from the recruitment process.

Curriculum Vitae or Resume (Required)

This summarises your work history and should start with the most recent or current position. You should include employment dates (months), details of duties, and highlight your achievements in each job.

You should also include your qualifications and training achievements. Be sure to include any study you are currently undertaking and membership of professional bodies.

It is also beneficial to outline any activities you have undertaken outside of work that are relevant to your application.

Selection Criteria (Required)

The selection criteria relevant to this role are specified in the advertisement and you must address these as part of your online application.

If you do not address the selection criteria, your application will be regarded as incomplete and it will not proceed.

Covering Letter (Optional)

You may wish to summarise your application and emphasise your strengths and achievements that are relevant to the role.

Referees

Referees should be contacted for approval before listing them in your curriculum vitae. It is preferable that at least one referee be a current or recent supervisor/manager.

Provide names, work addresses and contact telephone numbers of referees.

Only referees who are able to comment on your work experience (preferably against the Requirements of the Job) should be included.

Qualifications, Certificates, References, etc.

Please do not send original documents. You may attach photocopies of relevant qualifications, certificates, references, etc. to your application.

If you are the successful candidate, we will need to sight original qualifications and/or verify conferral of the qualification.

Some positions require you to have a current Working with Children Check; this will be stated in the **Requirements of the Job** section of the position description. You must pay for the Check, and the City will not reimburse costs.

If you have any queries

Please contact a member of the Human Resource Development Team.

jobs@rockingham.wa.gov.au or (08) 9528 0333
