

POSITION DESCRIPTION

Pool Duty Supervisor

Position number	REC007	
Directorate	Community Strengthening	
Service unit	Connected Communities	
Classification	Band 4 (Moorabool Shire Council Enterprise Agreement No 10, 2023)	
Organisational relationships	Reports to	Community Recreation and Leisure Team Leader
	Directly supervises	Pool Lifeguards
	Internal relationships	<i>Pool Lifeguards, Pool Duty Supervisors, Moorabool Shire Council Staff</i>
	External relationships	<i>Supplies, contractors, emergency services, schools, community groups and general public</i>
Probation period	6 months (applies to all new employees)	
Approved by (position title)	General Manager Community Strengthening	
Date	July 2024	
Position purpose	This role services the Bacchus Marsh and Ballan Outdoor Pool and is responsible for day to day operation and responsibility of the facility when on duty. It will be achieved by contributing to the supervision of the facilities through effective and efficient provision of quality facilities and services.	

Key responsibilities and duties

Facility Operations

- Provide supervision of all patrons and ensure workplace safety standards are maintained.
- Conduct water chemistry tests and plant adjustments to ensure water quality complies with health department standards. Including identifying water quality, plant room and cleanliness issues and act as required
- Administer first aid as required.
- Managing and leading the staff on duty

- Identify possible risks and / or hazards and taking the required steps to remove or minimise those risks / hazards.
- Maintain the facility in a hygienic, clean and presentable condition, whilst on duty, cleaning the pools, spot cleaning of change rooms, showers and toilets as necessary and attend to the collection of litter.
- Assist staff during high demand periods, ensuring all breaks are taken and covered in line with Life Saving Victoria Guidelines. Including Act has a Pool Lifeguard when required

Leadership

- Represent and make day to day decisions during periods where the Community Recreation and Leisure Team Leader is absent.
- To assist the Community Recreation and Leisure Team Leader in the delivery of programs, promotions and special events.
- Support the Community Recreation and Leisure Team Leader in developing operational systems and procedures, which support the continuous improvement of the centre.

Child Safe Standards

Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued, and encouraged to reach their full potential.

Moorabool Shire Council's policies and procedures support the requirements under the Child Wellbeing and Safety Act 2005. Council will ensure that the Child Safe Standards are understood and embedded across Council services and programs, and the safety of children is promoted, and allegations of child abuse are properly and promptly responded to.

Disability Access and Inclusion

Council is committed to its Disability Access and Inclusion Plan. We will demonstrate leadership to the local community as we support local employment opportunities for people with a disability and will provide reasonable adjustments within the workplace to support new and existing staff.

General and Organisational responsibilities

- Comply with Council policies and procedures.
- Promote excellence in customer service and in conjunction with your Manager or people leader, identify, review, and implement strategies to improve service quality and efficiency.
- Participate as directed in training and education to maintain compliance and an up to date knowledge.
- Contribute to emergency management planning and activities as they arise as well as undertake relevant training. During an emergency an employee may be required to complete alternative work.
- Work in ways that promote the health and safety of all employees.
- Immediately report all incidents and/or near misses through Councils Incident Management System (CAMMS).
- Contribute to an organisation that is free of Sexual Harassment.
- Role model a work environment free of discrimination, harassment, bullying, victimisation, or vilification.
- Work in ways that support taking positive action towards achieving gender equality in the workplace and working towards delivering agreed commitments under our Gender Equality Action Plan.
- Contribute to prevention of fraud and corruption by being fair and accountable through enhanced transparency by disclosure of gifts; declaring conflicts of interests; prevention of unauthorised access and disclosure of information and appropriate pre-employment checks of staff.
- Staff who fail to disclose any pre-existing injuries, illnesses or diseases or the making of a false or misleading disclosure, will disentitle compensation under the Workplace Injury Rehabilitation and Compensation Act

2013 (WIRC) for the staff member and their dependents should they suffer any recurrence, aggravation, acceleration, exacerbation or deterioration of the pre-existing injury or disease arising out of or in the course of or due to the nature of employment with Moorabool Shire Council.

- Understand and apply organisational risk management principles to your daily work.
- Other tasks and duties the employee has the skill, knowledge, and physical capability to complete as requested by the supervisor.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.

Moorabool capabilities

The Moorabool Capabilities define the core skills and abilities required of all positions at Moorabool to achieve our Council vision and objectives, develop a competent and high performing workforce, and deliver excellent outcomes for our community.

The Moorabool Capabilities are applicable to each employee and their role, recognising that how frequently each capability is used may vary from position to position.

Always	Rely on this capability for effective delivery of position duties and objectives	60% of the time or more
Often	Used often but not as consistently to achieve position duties	30% - 60% of time
Occasionally	Occasional use only, not as regularly for the achievement of position duties	30% or less of the time

Self-Management	Demonstrates personal growth and resilience, supporting a positive emotional climate	<ul style="list-style-type: none"> •Personal impact •Emotional intelligence •Growth & Resilience •Integrity 	Always (all roles)
Communication	Engages others, forming strong relationships, communicating with clarity, vision, purpose and impact	<ul style="list-style-type: none"> •Effective & Audience Specific •Relationship Management •Negotiation •Influence 	Always
Action & Achievement	Drives outcomes with purpose, ambition, accountability, and action	<ul style="list-style-type: none"> •Accountability •Decision making •Planning & Prioritisation •Time Management 	Always
Community & Inclusion	Collaborates across Council, open and accepting of differences, creating community value	<ul style="list-style-type: none"> •Collaboration •Diversity & Inclusion •Customers & Community Engagement 	Always
Innovation & Change	Engaged and supportive of change, with the courage to persevere through uncertainty	<ul style="list-style-type: none"> •Continuous Improvement •Manage ambiguity •Change Management 	Occasionally

Business Performance	Delivers outcomes with commercial and organisational nous	<ul style="list-style-type: none"> •Financial Management •Risk Management •Data & Analytical Literacy •Technology 	Occasionally
Strategic Mindset	Sees ahead to future possibilities and thinks through challenges and obstacles to achieve outcomes	<ul style="list-style-type: none"> •Political Nous •Critical Thinking •Problem Solving •Direction & Purpose 	Always
Leadership	People orientated, embracing individual motivations and talents, developing team outcomes through demonstrated behaviours	<ul style="list-style-type: none"> •Humanistic •Future focused •Coaching & Development •Inspirational 	Always

Classification definitions

Accountability and extent of authority	<ul style="list-style-type: none"> • Have responsibility for the day-to-day supervision of the facility in the absence of the Community Recreation and Leisure Team Leader, including making decisions with the freedom to act within the limits and guidelines of Moorabool Shire Council Policy and procedures, and the Guidelines for Safe Pool Operations Guidance with advice are always available within the time available to make a choice. • To assist the Community Recreation and Leisure Team Leader with staff management, plant management, customer service issues, and hazard management which support continuous improvement. • The incumbent is directly accountable to the Community Recreation and Leisure Team Leader for ensuring the risk and orderly behaviour of patrons using the aquatic facilities, for maintaining all facilities in a hygienic, safe and presentable condition and for performing accurate swimming pool evaluations as required.
Judgement and decision making	<ul style="list-style-type: none"> • Assist in development of systems and procedures which ensure a high standard of service and program delivery and support continuous improvement. • Assume responsibility for day-to-day supervision of the facilities' operations, including programs, service delivery and staff supervision in the absence of the Community Recreation and Leisure Team Leader • Make judgements and decisions to ensure the smooth operation of the facility within specific guidelines and established standards including Life Saving Victoria Guidelines for Safe Pool Operations, Water Quality Health Department regulations for aquatic facilities, Human Services Child Care Regulations, Moorabool Shire Council policies and procedures, Facility Operation Guidelines.

	<ul style="list-style-type: none"> • Apply discretion in relation to any approach taken when dealing with all patrons and customers. • Report any actions and incidents to the Community Recreation and Leisure Team Leader, which may affect the day to day operations of the facility or that may require further investigation and follow up. • Guidance and advice are always available within the time available to make a choice.
Specialist skills and knowledge	<ul style="list-style-type: none"> • Knowledge and understanding of swimming pool chemistry, purification and filtration. • Knowledge of the Life Saving Victoria Guidelines for Safe Pool Operations and Lifeguard responsibilities. • Ability to deliver the highest standards of public supervision and safety in line with facility guidelines. • Ability to supervise Pool Lifeguard's. • Sound knowledge of First Aid and Rescue techniques. • An understanding of the function of the position within its organisational context, including relevant policies, regulations and precedents and an understanding of the goals of the unit in which they work and where appropriate, an appreciation of the goals of the wider organisation.
Management skills	<ul style="list-style-type: none"> • Ability to organise and coordinate work tasks. • Skills in planning and setting priorities, and the ability to organise own work. • Ability to support and assist other staff members, where necessary to ensure smooth operation of the facility. • Ability to supervise operational and safety issues at any point of time in absence of the Community Recreation and Leisure Team Leader. • Basic knowledge of personnel practices and be able to provide employees under their supervision with on-the-job training and guidance.
Interpersonal skills	<ul style="list-style-type: none"> • Developed numeracy, verbal and written communication skills. • Ability to work effectively in a team. • Ability to deliver a high level of service. • Ability to discuss issues and problems with a view to favourable resolution for concerned parties with Community Recreation and Leisure Team Leader. • Ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of well-defined activities and in the supervision of employees where applicable. • Demonstrated skills in written communication to enable the preparation of routine correspondence and reports if required.

Qualifications, skills and experience

Qualifications

- Current Pool Lifeguard Award, including CPR
- Current Certificate Level II in First Aid
- Current Working with Children Check.
- Demonstrated experience in an aquatic and leisure services environment.
- Sound knowledge of the Life Saving Victoria Guidelines for Safe Pool Operations.

Desirable:

- Pool Operators Certificate

Skills and experience

- Proven experience in the leisure / aquatic industry
- Demonstrated experience in lifeguarding (desirable)
- Demonstrated understanding of pool water chemistry (desirable)
- Planning and organisational skills.
- Demonstrated ability to work independently on assigned tasks.
- Ability to work in a team environment.
- Customer service skills and experience.
- Written and oral communication skills.
- Ability to work within a schedule to meet timelines.

Licences and registrations

A current “employment” type Working with Children Check is an inherent requirement of this role

Physical and psychological requirements

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights - above 10 kg			✓	
Manual handling – above 5 kg below 10 kg			✓	
Working with arms above head			✓	
Manual handling – lifting above shoulder			✓	
Repetitive bending/twisting			✓	
Using vibrating / powered hand tools				✓
Close inspection work			✓	
Working in dusty / slippery / wet conditions			✓	
Wearing safety shoes/boots (steel cap)			✓	
Wearing hearing / eye protection			✓	
Using chemicals			✓	

Repetitive hand washing / cleaning		✓		
Working at heights				✓
Working in confined spaces				✓
Working in heat (over 35 C)		✓		
Working in cold (under 5 C)				✓
Driving vehicles				✓
Operating plant				✓
Using a keyboard	✓			
Writing by hand	✓			
Transcribing from hard copy			✓	
Audio transcription				✓
Handling difficult customers onsite			✓	
Handling difficult customers offsite			✓	
Making decisions that impact on other employees (disciplinary / restructure / investigation)			✓	
Other Standing for extended periods of time		✓		

Employee acceptance

I understand and accept the contents of this position description and acknowledge that I will act in the best interest of Council in carrying out my role and I will comply with the staff code of conduct at all times.

Employee Acceptance: <i>(name and signature)</i>	
Date:	

PLEASE NOTE:

Personal, Health and gender Information collected by Council is used for recruitment purposes and, if the applicant is successful, will be used for HR purposes. Council may disclose this information to other organisations if required by law. The applicant understands that the personal and health information provided is for the above-mentioned purpose and that he or she may apply to Council for access to and/or amendment of the information. Information relating to unsuccessful applicants may be destroyed by Council six months after being received. Requests for access or correction should be made to Council's Privacy Officer.