



**Murrindindi**  
Shire Council

## **Position Description**

**Assistant Aquatics  
Operations & Facility  
Supervisor**

Professionalism Integrity Accountability Empathy



## Murrindindi 2030 Vision

We are sustainable, vibrant and resilient.

We focus on growing our business opportunities.

Our communities are safe and connected, enjoying a healthy and productive lifestyle within our wonderful natural environment.

### POSITION TITLE

Assistant Aquatics Operations and Facility Supervisor

### JOB NUMBER

519

### CLASSIFICATION

Murrindindi Council Enterprise Agreement  
Band 4

### GROUP

Community & Development

### DEPARTMENT

Community Wellbeing

### APPROVED BY

Manager Community Wellbeing

### DATE

July 2023

## Position Overview and Objective

The Assistant Aquatics Operations and Facility Supervisor supports the management of the Duty Managers and Lifeguards. They assist aquatic operation management at Council's four aquatic facilities to the highest quality to provide a safe and enjoyable aquatic experience.

## Key Responsibilities

### Aquatic Operations

- Prepare Council's pool facilities for seasonal opening, including water quality, vessel cleaning and repairs, grounds, plant and signage, in coordination with other relevant departments
- Assist in ensuring grounds, pool and plant equipment are maintained to a high standard across the season, troubleshooting and reporting issues as needed
- Support management of chemical, equipment and general inventory
- Monitor water quality to ensure it meets standards set out in Health (Infectious Diseases) Regulations 2001 Part 7 Public Spa Pools and Public Swimming Pools and adjust chemical levels as necessary
- Facilitate de-commission of pools at close of season

### Supervision and Leadership

- Lead and support Duty Managers and Lifeguards, pool users and contractors as necessary to ensure safe operation and compliance with key responsibilities
- Work collaboratively with the Aquatic Operations and Facility Supervisor and Recreation and Community Development Officer to induct pool staff to meet organisational requirements, including reporting and efficient record keeping
- Supervise, mentor and upskill duty managers and lifeguards throughout the season to ensure the safe operation of the pool, providing feedback and performance reviews where necessary
- Manage and report upon patron behaviour, ensuring a safe environment for all patrons and staff

### Administration

- Complete administrative duties, including documentation, reporting, purchasing, and training and procedure development.
- Review and update OH&S standards, operations manuals and service specifications of the aquatic facilities.
- Review staff rosters (at least 2 weeks in advance) to ensure level of patron supervision meets Royal Life Saving Society Australia (RLSSA) GSPO at all times.
- Provide and present quality, timely and accurate advice, information and reports as required
- Perform other duties as directed by Aquatics Operations and Facility Supervisor and Recreation and Community Development Officer

### Hours of Work:

This is a seasonal commencing over the summer period, at a time agreed in discussion with Recreation and Community Development Officer. Hours will be up to 20 hours per week during the season and are variable, including weekdays, weekends, public holidays and occasional evening and early morning shifts.

### Organisational Relationship

Reports to: Aquatics Operations and Facility Supervisor

Supervises: Duty Managers, Lifeguards

Internal Relationships: Recreation and Community Development Officer  
Coordinator, Community Development  
Administration Officer Community Wellbeing

External Relationships: Contractors  
Community Members

## Key Selection Criteria

- Experience in delivering Aquatics Operations services or similar
- Well-developed time management, administration and organisational skills.
- Demonstrated ability to work independently and as part of a team.
- Experience training and managing a team
- Strong interpersonal skills with customer focus.
- Proven ability to problem solve on a day to day basis.
- Knowledge and competence in risk management and OH&S principles
- Pool Lifeguard qualification.
- Level 2 First Aid.
- Working with children check.
- Police check. (Conducted by Council using CrimCheck for successful applicants)

## Essential Position Requirements

The following section outlines requirements specific to this job.

<b>Enterprise Agreement</b> Ordinary Hours and Days Clause 16.2	Aquatic Facilities / Recreation Centres
<b>Drivers Licence / Ability to travel</b>	Required to enable travel to different sites (including within and outside the municipality) to undertake the requirements of the role
<b>Physical Requirements</b>	This role has specific physical requirements which may include a level of physical fitness or ability associated with tasks. May include manual handling activities, lifting of weights, bending, twisting, working at height, operating specialised equipment.
<b>Psychological Requirements</b>	All roles at Council have a public accountability and at times will be required to meet specified deadlines, general workload and completion demands and deal with some change that may be beyond the individual's personal control.  In addition, this role has exposure to dealing with difficult situations which may include high conflict situations, supporting those experiencing disadvantage or distress, exposure to aggressive or vulnerable persons, providing support or assistance to people impacted by natural disasters
<b>Checks</b>	<b>Police / Criminal Record Check</b> Yes – on commencement and during employment by self-disclosure obligation or at the direction of Council due to requirements of the position.  <b>Evidence of rights to work in Australia</b> Required  <b>Working with Children Check</b> Required to perform role due to direct work with children  <b>COVID Vaccination</b> In accordance with Council policy
<b>Matters relevant to the above checks</b>	Deals directly with members of the public
<b>Information Technology Literacy</b>	Well-developed knowledge and experience in computer literacy, using Microsoft Suite and other computer programs relevant to the position.

<b>Work location conditions</b>	Onsite with Limited Hybrid - role is required to be performed on site (due to business needs and/or customer contact requirements). Limited access to hybrid arrangements as agreed with Manager
<b>Outside ordinary hours of work</b>	Role is rostered and requires availability to work on call, outside or after-hours work or on weekends/public holidays
<b>Qualifications / Registrations / Licences / Memberships</b>	As per key selection criteria

## Band 4 (Operations & Community Services Employees)

Accountability and extent of authority	<p>Exercise discretion within standard practices and processes, undertaking and implementing quality control measures.</p> <p>Where applicable, exercise high precision trade skills using various materials and/or specialised techniques.</p> <p>Provide direction, leadership and on-the-job training to supervised employees or groups of employees.</p> <p>Ensure all employees under their direction are trained in safe working practices and safe operation of equipment and made aware of all occupational, health and safety policies and procedures.</p>
Judgment and decision making	<p>Undertake objectives that are well defined by selecting a particular method and process of equipment to be used from a range of available alternatives.</p> <p>For supervisors, qualify the amount of resources needed to meet those objectives.</p> <p>Guidance and counsel are always available within the time available to make a choice.</p>
Specialist knowledge and skills	<p>Have the ability and skills to provide training in the post-trades or specialist disciplines either through formal training programs or on-the-job training.</p> <p>Have a thorough understanding of the relevant technology, procedures and processes used within the operating unit.</p>
Management skills	<p>Perform as a “frontline” role or where applicable supervise other frontline employees.</p> <p>Plan own work (at least a week in advance).</p> <p>Where supervision is part of the job, assist other employees in their tasks where required. Have knowledge of human resource policies and practices applicable to the work performed and supervised employees.</p>
Inter-personal skills	<p>Gain co-operation and assistance from members of the public and other employees in the performance of well defined activities.</p> <p>Where applicable, write reports in their field of expertise.</p>
Qualifications and experience	<p>Post-trades certificate (e.g. special class trades) or equivalent and/or also complete a TAFE certificate course or equivalent.</p>

Murrindindi Shire Council acknowledges that Murrindindi Shire exists on Taungurung and Wurundjeri Woi-wurrung Country. We hereby express our respect for the Taungurung people and the Wurundjeri Woi-wurrung people of the Kulin Nation as the Traditional Owners of the land that encompasses Murrindindi Shire.

## Organisational Responsibilities

**Code of Conduct** - comply with and foster an environment where every employee can consistently meet the standards of behaviour that are outlined in the Code of Conduct. Report and address matters or concerns in a timely and appropriate manner.

**Values** – demonstrate and model Council’s values in all aspects of your role. These values are Professionalism, Integrity, Accountability and Empathy.

**Customer Service** – deliver excellent service at all levels including internal and external service delivery. Engage with customers and meet community expectations in ways that foster a positive experience and deliver services using simplified but effective processes.

**Diversity, Equity and Inclusion** – create a psychologically safe culture where everyone feels respected, heard, included and free to speak up.

**Safeguarding children, young people and vulnerable community members** – promote safeguarding actions, model expected behaviours, speak up and act, and foster communities that are safe and free from violence.

**Workplace Health, Safety and Wellbeing** – model and set expectations to ensure safe work practice and methods for all. Follow OHS policies and procedures, immediately report and take appropriate action regarding all hazards and incidents. Work in a manner that is safe for you or all others. Use personal protective equipment clothing or equipment (PPE), reduce risks and only perform safe tasks for which you are capable, competent, appropriately trained and where applicable licenced.

**Environment & Sustainability** – Champion sustainability and make associated behaviour changes that foster environmental protection and sustainability in all that Council does. Create positive impacts on the environment, including energy and water efficiency, recycling and avoiding waste, zero carbon transport and sustainable procurement.



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