

Position Description



Position Title	Team Leader Aquatics and Pool Operations
Group	Community Services
Reports to	Coordinator Community Facilities
Grade	8
Date reviewed	June 2024

Primary Purpose

Guides the day-to-day work of Aquatic Facilities (Swimming Pools) while assisting and supporting team members to undertake their work efficiently, effectively and safely.





The incumbent will contribute to Council's vision: "A Trusted Community Partner" and promote the values which support this: Solutionary, Together, Accountable, Innovative, Caring, using these to guide decisions, actions and conduct.

Key Accountabilities

- Lead and direct day-to-day activities, operations and maintenance requirements related to Council's Aquatic Facilities inclusive of Jindabyne, Bombala, Adaminaby, Berridale and Cooma facilities note: Pools under contract require oversight, not limited to the above within contractual obligations
- Manage time, resources and finances associated with portfolio breakdown
- Provide support as required to Contractors including maintenance (electrical, plumbers etc.), hirers (swim coach, instructor/s etc.), troubleshooting and confirming bookings on Council's online booking system (Booka)
- Guide the Aquatic Facilities team's contribution and performance to facilitate improvements to service offerings across all Pools
- Undertake Lifeguard duties when required as a backup if closure if not possible
- Monitor and report on individual and the team's work performance and progress towards the delivery of work plan goals
- Use resources efficiently, effectively and responsibly to complete tasks that either contribute to or directly deliver services
- Develop and maintain adopted policies, procedures, processes and systems of work, and hold team members accountable to apply these

- Model and reinforce an agile, solutions-focused, accountable and collaborative culture that facilitates workforce engagement, empowerment and performance
- Inform, report, education and guide employees about their WHS responsibility to maintain a safe workplace
- Carry out operational duties, not limited to:
 - Rostering
 - Staff training and inductions
 - Plant room operations
 - Water quality and testing
 - Maintenance reporting and coordination
 - Pool reporting and data collection
- Any other duties as reasonably expected within the role held

The employee is required to undertake any other duties, projects or tasks as directed by the Coordinator Community Facilities, which are within his/her skills, competence and training.

Position Capabilities		
Capability Group	Capability Description	Level
 Personal Attributes	Be accountable for investing in own growth, acting with integrity and displaying resilience.	Adept
 Relationships	Be respectful, inclusive and collaborative in engaging with others to address issues and deliver for the community.	Adept
 Results	Be planned and responsive to organisational priorities and develop pragmatic solutions to deliver quality outcomes.	Intermediate
 Resources	Be efficient, effective and compliant in the management and use of assets, finance and contracts.	Intermediate



Workforce Leadership

Be accountable for providing direction, developing capability and leading effective approaches to meet organisational priorities now and into the future.

Intermediate

Essential Criteria

1. Pool Lifeguard qualification (inclusive of First Aid in accordance with certification)
2. Experience in customer service facing roles
3. Demonstrated knowledge of aquatic industry standards, especially regarding pool supervision, water quality and the safe handling and storage of chemicals
4. Proven track record in leading, supervising and motivating a team with a commitment to a high standard of performance
5. Knowledge and understanding of maintenance, minor repairs to buildings, lawns, gardens and pumps associated with Aquatic Facilities (Swimming Pools)
6. Intermediate level of computer literacy
7. Current Working with Children Check
8. Current Class C Drivers Licence

Desirable Criteria

1. Aquatic Technical Operations course (RLSSA) or equivalent
2. Local Government experience

The position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct, including but not limited to, the contract of employment, Code of Conduct, delegations of authority, legislation, regulation, policy, procedure, process, standards and plans.

I have read and understand the above requirements and accountabilities of this position.

Name (please print)

Signature

Date