

## Position Description

### Supervisor Pool Operations

<b>Division</b>	Infrastructure & Assets
<b>Business Unit</b>	Maintenance Delivery
<b>Location</b>	Yass and Binalong Swimming Pools
<b>Award Band</b>	Operational Band 1, Level 4
<b>Salary Grade</b>	Grade 10
<b>Remuneration</b>	Entry \$65,665.60 to step 3 \$70,918.64 per annum plus 11.5% superannuation
<b>Conditions</b>	Temporary full time 38-hour week Adverse Working Conditions Allowance Standard hours 9am to 6pm – Weekend work as operationally required – Standard Hours may vary to meet operational requirements No planned leave during the Operating season- October to April
<b>Date position description approved</b>	29 November 2022

### Council Overview

Yass Valley Council is a local government organisation employing over 150 staff and with an annual budget of \$30 million. Yass Valley Council (YVC) is managed by the Chief Executive Officer and three Directors. This management team ensures the continued delivery of excellent services and optimum infrastructure to residents and visitors. The three Directorates of YVC are Corporate and Community, Planning and Environment, and Infrastructure and Assets.

The Infrastructure & Assets Directorate comprises Waste Services, Roads Delivery, Facilities Maintenance, Workshop, Recreational Services, Water & Wastewater, Engineering Services, Facility & Waste Assets. The role of Supervisor Pool Operations is located within the Facilities Maintenance team.

### Council Vision

“To build and maintain sustainable communities while retaining the region’s natural beauty“

## Council Values



## Primary Purpose of the Position

Supervise the day-to-day management and technical operations of the Yass and Binalong Swimming Pools and Kiosks ensuring a safe and attractive environment for all pool patrons and staff. Ensure pool and facilities maintenance and standards are to be maintained year round.

## Key Accountabilities

Within the area of responsibility, this role is required to:

- Supervise and facilitate the daily operational requirements of the Yass and Binalong Swimming Pools by setting and allocating work priorities to ensure all customer and staff needs are met.
- Arrange and control the use of the swimming pool facilities by individuals and groups, supervising special events and Council run programs held at each pool complex.
- Implement Council's Emergency Action Plan for Yass and Binalong Swimming Pools.
- Undertake chemical, filtration and plant equipment operation and daily water chemical testing and recording in accordance with NSW Health Department Regulations for Public Swimming Pools.
- Facilitate the presentation and cleanliness of both complexes at the highest possible standard by ensuring with the cleaning and routine maintenance of the pools, pool surrounds, kiosk, toilets, and change room areas, plantrooms, grounds and storage areas.
- Undertake hands on maintenance and improvement of facilities and processes during and outside of the pools operating season
- Actively participate in the continuous improvement in performance, safety and quality.
- Comply with all Council policies, procedures and any legislative requirements.
- Provide high-quality customer service.

## Organisational Accountabilities

**Code of Conduct:** Comply with the minimum standards of conduct expected of employees as set out in Council's Code of Conduct.

**Customer Service:** Present a positive image of Council and provide an effective service to Council customers, the community and internal customers.

**Equal Employment Opportunity:** Promote a workplace free from discrimination and harassment by treating all colleagues and customers with respect and professionalism without regard to background or irrelevant personal characteristics.

**Policies and Procedures:** Comply with all Council's policies, procedures and guidelines.

**Workplace Health and Safety:** Take reasonable care for the health and safety of self and others. Comply with any reasonable instructions, policies and procedures given by Council.

## Key Challenges

- Delivering excellent staff performance and ensuring water safety practices are being met while providing customer service.
- Managing risk and safety of all persons within a public venue.
- Maintaining customer focus and service levels when dealing with difficult people.

## Key Internal Relationships

Who	Why
Management	Receive direction, support and mentorship. Provide advice and exchange information.
All other staff	Foster teamwork and collaboration and supervision.

## Key External Relationships

Who	Why
Venue Hirers	To assist and monitor delivery of high-level service for associated bookings.
General Public	Promote Yass and Binalong Pools through the provision of services and programs to promote pool use and membership growth and deliver a high level of service for patrons.
Contractors	To maintain and service assets relevant to Pool Operations.

## Key Dimensions

### Decision making

The incumbent has the authority to take any reasonable steps to ensure the achievement of agreed objectives set out in the relevant business plan. The role may have delegations from the General Manager as set out in an instrument of delegation. All decisions must be in accordance with legislation and Council policies and procedures. Decisions should also be consistent with the objectives of Council's strategies and plans.

All staff have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed and implemented.

### Reports to

Coordinator Recreational Services

### Direct reports

Casual Lifeguards/Pool Attendants (seasonal adjustment numbers).

## Essential Requirements

- Pool Operators Certificate or equivalent and a minimum of 2 years' experience in public aquatic facility operations.
- Current Pool Lifeguard Licence as required in NSW.

- Current First Aid Certificate including advanced Resuscitation.
- Confined Spaces certificate or willingness to obtain.
- AUSTSWIM Teacher of Swimming and Water Safety or willingness to obtain.
- Willingness to undertake Chemical Awareness training.
- NSW Working With Children Check.
- A current class 'C' driver licence.

## Approval History

Stage	Date	Comment	MagiQ Reference
New position	12/10/2022		532608

## Ownership and Approval

Responsibility	Role
Author	Manager Maintenance Delivery
Approver	Director Infrastructure & Assets