



## Position Description

POSITION TITLE:	Aquatic Centre Foreman
REPORTS TO:	Facilities Overseer
LOCATION:	Kyogle Swimming Pool Complex
WORK AREA:	Various locations in the Kyogle Council area
SALARY LEVEL:	Grade 6 Superannuation
REMUNERATION PACKAGE:	On Call Allowance (subject to roster) Access to a range of salary packaging benefits
HOURS OF WORK:	38 hours per week, 9-day fortnight

### *Our Mission*

To meet the challenges of our unique and diverse region

### *Purpose of Position (purpose / objective of the position)*

To supervise and take part in the operation of Councils three public swimming pool complexes, including the Kyogle indoor pool, sports stadium and gym complex, and to assist with facilities maintenance operations.

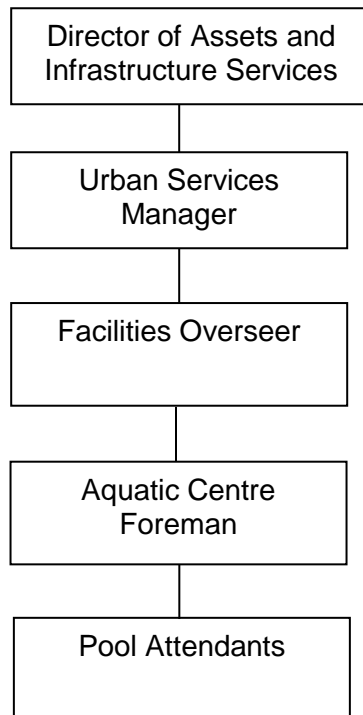
### *Award Provisions*

Award:	Local Government (State) Award 2020
Award Grade:	Technical Band Level 2

**Organisational Relationships:**  
*(the type of client/customer/community relationships that are critical to the effective functioning of the job)*

WITHIN DEPARTMENT:	Urban Services Manager Pool Attendants Facilities Overseer Operational Staff
WITHIN COUNCIL	Operational staff Community Development Team
EXTERNAL TO COUNCIL <i>(e.g. community, business &amp; other government)</i>	Members of the community Local schools and clubs Contractors Government Departments Businesses and suppliers

**Organisational Chart:** *(Direct reporting relationships)*








## *Schedule of Duties*

- To supervise the operation of Council's three public swimming pool complexes and the seasonal pool attendants including rostering of staff.
- To Ensure premises are maintained in a healthy, clean and tidy manner at all times.
- To provide a high level of customer service to internal / external customers including any third-party users or operators of Council's aquatic centres and associated facilities
- Ensure pools and customers are monitored in accordance with relevant procedures and risk assessments.
- Ensure regular monitoring of water quality is undertaken at each pool and results are recorded as required and sufficient chemicals are available for treatment of water in accordance with NSW Department of Health Standards.
- Coordinate and take part in cleaning and upkeep of pools, toilets, change rooms and other facilities, and undertake general maintenance and labouring tasks associated with Council's facilities
- Coordinate facilities bookings and associated resource requirements.
- Ensure correct entry and canteen fees and issuing of season / daily tickets in accordance with Council's established fees and charges schedule and that funds are banked and recorded accurately.
- To supervise and participate in general facilities maintenance tasks in consultation with the Facilities Overseer
- To perform all tasks in a manner that promotes effective team work and good public and workplace relations.
- Participate in after hours and on-call roster and emergency call-outs when directed.
- To ensure compliance with Council's work health and safety, risk, quality and environmental requirements.
- To undertake other duties as directed by supervisor.

## Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

Local Government Capability Framework		
Capability Group	Capability Name	Level
 <b>Personal attributes</b>	<b>Manage Self</b>	<b>Adept</b>
	Display Resilience and Adaptability	Intermediate
	Act with Integrity	Intermediate
	Demonstrate Accountability	Adept
 <b>Relationships</b>	Communicate and Engage	Adept
	<b>Community and Customer Focus</b>	<b>Advanced</b>
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 <b>Results</b>	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Create and Innovate	Foundational
	<b>Deliver Results</b>	<b>Adept</b>
 <b>Resources</b>	Finance	Intermediate
	<b>Assets and Tools</b>	<b>Adept</b>
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate
 <b>Workforce Leadership</b>	<b>Manage and Develop People</b>	<b>Adept</b>
	Inspire Direction and Purpose	Intermediate
	Optimise Workforce Contribution	Intermediate
	Lead and Manage Change	Intermediate

### Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Manage Self	Adept	<ul style="list-style-type: none"> <li>• Initiates action on team/unit projects, issues and opportunities</li> <li>• Accepts and tackles demanding goals with drive and commitment</li> <li>• Seeks opportunities to apply and develop strengths and skills</li> <li>• Examines and reflects on own performance</li> <li>• Seeks and responds well to feedback and guidance</li> </ul>
<b>Relationships</b> Community and Customer Focus	Advanced	<ul style="list-style-type: none"> <li>• Demonstrates a thorough understanding of the interests, needs and diversity in the community</li> <li>• Promotes a culture of quality customer service</li> <li>• Initiates and develops partnerships with customers and the community to define and evaluate service outcomes</li> <li>• Ensures that the customer is at the heart of business process design</li> <li>• Makes improvements to management systems, processes and practices to improve service delivery</li> <li>• Works towards social, environmental and economic sustainability in the community/region</li> </ul>
<b>Results</b> Deliver Results	Adept	<ul style="list-style-type: none"> <li>• Takes responsibility for the quality and timeliness of the team's work products</li> <li>• Ensures team understands goals and expectations</li> <li>• Shares the broader context for projects and tasks with the team</li> <li>• Identifies resource needs, including team, budget, information and tools</li> <li>• Allocates responsibilities and resources appropriately</li> <li>• Gives team members appropriate flexibility to decide how to get the job done</li> </ul>
<b>Resources</b> Assets and Tools	Adept	<ul style="list-style-type: none"> <li>• Contributes quality information about council and community assets to asset registers</li> <li>• Prepares accurate asset maintenance and replacement costings in line with council plans and policies</li> <li>• Is aware of asset management risks and actions to manage and mitigate these</li> </ul>
<b>Workforce Leadership</b> Manage and Develop People	Adept	<ul style="list-style-type: none"> <li>• Seeks to understand the individual strengths, weaknesses, goals and concerns of team members</li> <li>• Defines and communicates roles and responsibilities and sets clear performance standards and goals</li> <li>• Coaches team members to help improve performance and development</li> <li>• Regularly discusses performance with team members and provides accurate, constructive reviews</li> <li>• Identifies suitable learning opportunities, including stretch assignments, based on individual needs, interests and goals</li> <li>• Addresses team and individual performance issues, including unsatisfactory performance, in a timely and effective way</li> </ul>

## *Essential and Desirable Criteria*

### Essential:

- Senior First Aid Certificate
- Pool Lifeguard Certificate or equivalent
- Class C Drivers Licence
- Education to Year 12 or TAFE Certificate Level 2 equivalent.
- Work Health & Safety (WorkCover) General Construction Induction Ticket
- Experience in cash handling and reconciliation.
- Experience in small plant operation (mower, whipper snipper)
- Computer literacy skills
- Experience in the supervision of staff and sub-contractors.
- Experience in operation of office machinery and computer software
- Understanding and commitment to work health and safety and equal employment opportunity principles and ability to apply them in the workplace.

### Desirable:

- Certificate in Aquatic Technical Operations or equivalent
- Experience in building maintenance and construction or civil construction
- Confined spaces ticket
- Chemical handling training
- Experience in local government
- Backhoe, front end loader, skid steer, excavator tickets of competency or demonstrated experience in operation and basic maintenance of plant.
- Traffic Control at Worksites Ticket (Yellow – Apply TCPs)
- Qualifications to TAFE Certificate Level 3 equivalent in relevant area

## *Verification of Qualifications*

### Guidelines:

- All original certificates or certified (by the institution) academic transcripts must be sighted by Council. Cost of providing documentation is to be borne by applicant.
- To facilitate the verification of qualifications, written permission must be given to Council for the relevant educational institution to be contacted.
- Falsely claiming qualifications will lead to dismissal and/or prosecution for any relevant offence.
- Applicants are to sign a declaration that states qualifications are genuine and acknowledges that false claims can lead to dismissal.

## *Working with Children Check*

The position is subject to the requirements of the Child and Young Person Protection legislation and all applicants will be required to complete a Prohibited Employment Declaration at the time of their application.

**Job Specific Skills and performance standards required**

NB: This section of the position description will be used to assess staff in the job specific skills. Staff are expected to have achieved the performance standard required of all skills within each step before progression to the next step.

<b>Skills Grade 6</b>
<b>Entry Level</b>
Answer and process enquiries/requests on aquatic centre operations
Undertake and observe employment conditions and Council Human Resources Policy and procedures
Ensures that all Council safe work procedures / statutory requirements are followed.
Maintenance of accurate and current records of activities
Undertake aquatic centre supervision activities
Carry out pool maintenance including water quality testing and maintenance
Process transactions and reconcile monies
<b>Step 1</b>
Manage staff and provide feedback to staff on performance
Use of Technology in operations
Operate filtration plant and maintenance equipment.
Complies with Council Internal Purchasing Control procedures
Management of events and bookings
Shows independence and initiative in identifying problems and solving them.
<b>Step 2</b>
Undertake pool asset infrastructure maintenance and repairs
Develops and maintains team harmony
Assist with financial management and budget monitoring
Investigates and resolves customer complaints and requests
Plans and programs works including preparation of estimates and supervision of contractors
<b>Step 3</b>
Coordinate Resource Allocation and Usage across a range of staff and facilities
Develop and apply up to date knowledge on pool operations.
Development of work procedures and safe work method statements
Apply up to date knowledge of storage of chemicals and other hazardous substances
Development of safe work method statements
Training and Instruction in pool operations
<b>Step 4</b>
Provides a role model for team leadership
Provides quality customer service and engagement of stakeholders
Assists with budgeting and financial forecasts
Undertake continuous process improvement
Coordinates maintenance and construction programs



*Acceptance of Position Description*

I, \_\_\_\_\_ have read and understood this position description and agree to the conditions and responsibilities contained in it. I intend to commence duties as Aquatic Centre Foreman on \_\_\_\_\_ (*date*)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_