

SWIMMING POOL OPERATOR



POSITION DESCRIPTION

THE SHIRE OF BOYUP BROOK

Our people are passionate about their communities and connected to their teams. They're motivated by our genuine commitment to diversity and inclusion, as demonstrated by our Corporate Values.

OUR VALUES

We have 5 values that guide our everyday behaviours and reflect us at our best.



Proactive

Embrace creativity, adaptability and continuous improvement seeking new ideas and solutions to address challenges and seize opportunities to ensure sustainability.



Leadership & Teamwork

Lead through collaboration, promote diversity, have pride in our work and partner with the community to achieve shared visions and aspirations.



Accountability & Integrity

Demonstrate respect, transparency, honesty and inclusivity in all interactions with the community.



Commitment

Build and share knowledge, act professionally and develop relationships that make a positive contribution to our community.



Engaging Community

Show respect, understanding and compassion for others and work collaboratively with community for better outcomes.

Swimming Pool Operator

Title:	Swimming Pool Operator	Position no	CRS6A
Level:	Level 5	Agreement/Award:	LGIA 2020 (State)
Division:	Community Services		
Responsible to:	Swimming Pool Manager	Date effective	Aug 2026

1. POSITION OBJECTIVES

The key objectives of the position are:

- 1.1 Assist in the safe, efficient and effective operation of the Boyup Brook Swimming Pool, ensuring a high standard of customer service, facility presentation and compliance with all legislative, operational requirements.
- 1.2 Promote a safe, welcoming and inclusive environment for patrons through effective supervision, lifeguarding and emergency response and the enforcement of facility rules.
- 1.3 Effectively manage the Swimming Pool Manager in the day-to-day operation of the facility, including operational activities, budget management and the delivery of a clean, safe and attractive aquatic environment that encourages community participation and maximum utilisation of the facility.
- 1.4 Be part of a safety conscious, professional and customer-focused team.
- 1.5 Contribute positively as a member of the Community Services team, supporting the achievement of the Shire's Strategic Community Plan, Corporate Business Plan and organisational values.

2. KEY RESPONSIBILITIES

2.1 Pool Operations and Safety

- Monitor pool operations to ensure compliance with the Health (Aquatic Facilities) Regulations 2007, relevant Codes of Practice and Shire policies.
- Identify hazards, assess risks and take appropriate action to maintain a safe environment for patrons, staff and contractors.
- Undertake routine water quality testing and maintain required operational records.
- Respond appropriately to emergencies, including rescue, first aid and CPR.
- Supervise patrons and enforce facility rules in a professional and courteous manner.
- Ensure appropriate lifeguard supervision ratios are maintained.

2.2 Customer Service

- Deliver high-quality customer service to all patrons.
- Promote positive relationships with user groups, schools and community organisations.
- Assist with bookings, enquiries and facility promotions.

2.3 Administration

- Collect and reconcile admission fees.
- Maintain accurate operational records.
- Assist with reporting and stock control.

2.4 Teamwork

- Supervise and support Lifeguards.
- Assist with induction and training of casual staff.
- Work collaboratively with the Swimming Pool Manager.

3. PERFORMANCE OF DUTIES

- 3.1 Ensure that your work is carried out efficiently, economically and effectively and that the standard of work reflects favourably both on you and the Shire of Boyup Brook.
- 3.2 Perform your duties impartially and in the best interests of the Shire of Boyup Brook.
- 3.3 Comply with all applicable legislation, regulations, Shire policies, procedures and lawful directions, including but not limited to Code of Conduct, Shire of Boyup Brook Policy, *Local Government Act 1995*, *Work Health and Safety Act 2020* and other relevant Legislation.
- 3.4 Role model a work environment free of discrimination, harassment (including sexual harassment), bullying, victimization, or vilification
- 3.5 Demonstrate and model our Corporate Values.
- 3.6 Act with integrity – being consistent with Shire’s core values in all your tasks and interactions with others. Demonstrating integrity includes:
 - Demonstrating a personal quality that shows a strong respect for ethical principles in all aspects of your work.
 - Being dependable and following through on your commitments.
 - Being respectful when communicating with others.
 - Taking responsibility for your actions and holding yourself accountable for your mistakes.

4. SAFETY AND DUTY OF CARE

The Shire of Boyup Brook recognises its legal obligations under the *Equal Opportunity Act 1984* and will actively promote equal opportunity based solely on merit to ensure discrimination does not occur on the grounds of gender, age, marital status, pregnancy, race, disability, religious or political convictions.

The Shire is committed to Workplace Health and Safety in all areas of the Shire’s operations, and requires you to comply with the requirements of the *Work Health and Safety Act 2020* and accompanying *Work Health and Safety (General) Regulations 2022* which requires that while at work, a worker must:

- a) *take reasonable care for the worker’s own health and safety; and*
- b) *take reasonable care that the worker’s acts or omissions do not adversely affect the health and safety of other persons; and*
- c) *comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Act; and*
- d) *cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.*

Employees are expected to actively contribute to a safe workplace by identifying and reporting hazards, incidents and unsafe behaviours, and by ensuring interactions with patrons, volunteers, contractors and fellow employees are conducted in a safe and responsible manner.

5. ELIGIBILITY AND PRE-EMPLOYMENT CHECKS

To be appointed to a permanent position, you must be an Australian citizen, or have permanent residency status, or a visa permitting you to work in Australia permanently. If you have a visa permitting you to work temporarily in Australia, you may be appointed to a temporary or casual position, providing the work complies with the conditions of your visa.

The pre-employment checks relevant to this position include:

- Working with Children Check
- Current Bronze Medallion
- Current Pool Lifeguard Certificate
- Current First Aid and CPR
- Right to work in Australia.
- Medical assessment including drug & alcohol testing.
- Current National Police Certificate (<3 months).
- Reference checks

6. ORGANISATIONAL RELATIONSHIPS

6.1 **Responsible to:** Swimming Pool Manager

6.2 **Internal and External Liaison**

INTERNAL

CEO

Executive Manager Governance & Community Services (EMGCS)

Manager Community Services

Shire employees

EXTERNAL

General Public

Suppliers and Contractors

7. EXTENT/DELEGATION OF AUTHORITY

- 7.1 Make recommendations to Swimming Pool Manager
- 7.2 Make decisions regarding safety of general public
- 7.3 Exercise operational control of Swimming Pool whilst on duty
- 7.4 Operate under direction from the Swimming Pool Manager

8. SELECTION CRITERIA

Essential

1. Current Pool Operators Certificate of Competency
2. Current Bronze Medallion
3. Current Lifeguard Certificate
4. Current First Aid Certificate
5. Working knowledge of the Code of Practice for The Design, construction, Operation, Management and Maintenance of Aquatic Facilities
6. Working knowledge of the Health (Aquatic Facilities) Regulations 2007

7. Good communication skills (verbal and written) to enable liaison with Council staff and members of the public
8. Competent lifeguarding, First Aid, CPR and rescue skills
9. Knowledge and understanding of WHS requirements
10. National Police Clearance, not more than 3 months old
11. Pre-employment Medical Certificate.
12. Working with Children Check
13. Provide evidence of Right to work in Australia.

Desirable

1. Previous experience in management of public swimming pools
2. Safe operation and user maintenance of minor plant
3. Knowledge of Health Act (Swimming Pool) Regulations 1964
4. Current 'C' class WA Driver's Licence

9. NORMAL WORKING HOURS

Per Roster.

10. KEY PERFORMANCE INDICATORS

At least once in each financial year the position supervisor will conduct an evaluation of the officer's performance. The annual review will include an assessment of achievement against position objectives, within the context of the Shire's strategic planning.

The Swimming Pool Operator will be assessed on their ability to:

- Maintain a safe and compliant aquatic facility.
- Deliver high-quality customer service.
- Ensure compliance with relevant legislation and Codes of Practice.
- Respond effectively to emergencies.
- Maintain accurate operational records.
- Support effective supervision of lifeguards.
- Promote a positive team culture.
- Contribute to continuous improvement of the facility.
- Demonstrate the Shire's Corporate Values.

11. OTHER RELEVANT INFORMATION

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the CEO, in response to the strategic direction of the Shire, and the development of the skills and knowledge of the position.

12. GENERAL TERMS OF APPOINTMENT

- 12.1 All employees are bound by the requirements of the *Local Government Act 1995* to act with integrity, and in a way that shows a proper concern for the public interest.
- 12.2 Shire's corporate values for serving the community are: quality of service; Proactive, Leadership and Teamwork, Accountability and Integrity, Commitment and; Engaging Community.
- 12.3 The values which govern the conduct of management and employees are: loyalty; respect and trust; corporate teamwork; excellence and best practice; open, fair, accountable and efficient work practices; and staff development.

13. CERTIFICATION

As Chief Executive Officer, I confirm the details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

As position occupant, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Occupant	
Date	
Executive Manager Corporate Services	
Date	