

Position Description

Position Information	
Position title Aquatic Technical Operator (ATO)	Classification Level as per employment experience and qualifications. Senior ATO-Pool Operator and ATO-Pool Operator have different classifications.
Section Community and Development	Location Shire of Coolgardie Aquatic Facilities
Status To be confirmed	Contract Hours To be confirmed
Reports to Aquatic & Recreation Coordinator	Award To be confirmed

Key Focus of Section	Key Focus of this Position
Responsible for the day-to-day operations of the Shire of Coolgardie Aquatic Facilities during the annual pool season (October-April), supporting safe, clean and effective aquatic services for patrons and the community.	Manage daily aquatic facility operations, supervise Lifeguard staff, maintain water safety, customer service, cleanliness and hygiene, support aquatic plant and infrastructure maintenance, and respond appropriately to incidents, hazards and emergencies.
Shire Vision	
A connected, progressive and welcoming community.	
Shire Values	
Honesty – fair and ethical conduct; Accountability – quality in everything we do; Respect – treating colleagues and customers with respect; Professionalism – pride and commitment to high-quality service delivery.	
Shire Purpose Statement	
To serve the communities of the Shire of Coolgardie through accountable governance, responsible resource management and quality local services.	

Position Description

Position Outcomes	
Accountability Area	Outcome
Service delivery / operations	Oversee daily aquatic facility operations to provide patrons with a clean, safe and effectively operated environment.
Customer and community service	Supervise Lifeguard staff and support effective team performance, work allocation and service delivery.
Compliance, governance and records	Ensure customer requests are handled efficiently, knowledgeably, confidentially, politely and in a timely manner.
People, contractors and volunteers	Supervise pool patrons and user groups in accordance with Shire policies and procedures, RLSSA safe pool operation guidelines, and relevant industry standards and practices.
Budget, assets and procurement	Maintain high standards of facility cleanliness and hygiene and proactively support maintenance of aquatic plant and infrastructure in conjunction with the maintenance service contractor.
Projects, events and improvement	Respond appropriately to accidents, injuries and emergencies, provide first aid where necessary, and immediately report serious incidents to the Aquatic & Recreation Coordinator.
Risk, WHS and incident response	Promote and comply with WHS requirements, report hazards and incidents, undertake risk assessments/JSA where relevant, and eliminate or control workplace hazards.

Position Requirements		
Skills	Essential	Desirable
Sound supervisory, time-management and organisational skills, including the ability to prioritise tasks and meet deadlines. Sound administrative skills.	☒	☐
English proficiency in verbal and written communication with well-developed interpersonal skills. Excellent customer service skills and ability to work independently to a high standard.	☒	☐
Knowledge		
Knowledge of the operation and maintenance of ProCal chlorine dosing systems for Group 1 pools. Demonstrated understanding of facility operations, service delivery and customer service in a community-based aquatic facility.	☒	☐
Demonstrated understanding of senior first aid techniques. Knowledge of WHS requirements, hazard identification, risk assessment and control in an aquatic environment.	☒	☐
Experience		
Extensive customer service experience and experience supervising staff. Experience in the operation and maintenance of a public aquatic facility.	☒	☐
Experience with rescue, first aid and emergency response. Ability to follow direction, work as part of a team and work independently.	☒	☐
Qualifications		

Position Description

Position Requirements

Current SISSS00131 Aquatic Technical Operator certificate or equivalent. Current SISSS00133 Pool Lifeguard license. Current HLTAID011 Provide First Aid and HLTAID009 Provide cardiopulmonary resuscitation.	☒	☐
Certificate IV in Sport, Aquatics and Recreation or equivalent.	☐	☒
Licenses and checks		
Current membership and accreditation with Leisure Institute of WA Aquatics. Current Working with Children Clearance. National Police Clearance less than 6 months old.	☒	☐
Minimum age 18 years (recommended). Current "C" Class motor vehicle driver's license. Fitness and strength to complete manual handling tasks and flexibility in work hours and days.	☒	☐

General Physical Requirements

The position requires fitness and strength to complete manual handling tasks and sufficient physical capability to perform aquatic rescue, first aid, emergency response, pool supervision, facility operations and plant/infrastructure activities. Specific activity frequencies are to be confirmed through the Shire's role assessment.

Frequency (☒ as required)					Frequency (☒ as required)				
	Mainly	Frequently	Occasionally	N/A		Mainly	Frequently	Occasionally	N/A
Stand	☐	☒	☐	☐	Climb/Balance	☐	☒	☐	☐
Walk	☐	☒	☐	☐	Crouch/Kneel	☐	☒	☐	☐
Sit	☐	☒	☐	☐	Talk/Hear	☐	☒	☐	☐
Handle	☐	☒	☐	☐		☐	☐	☐	☐
Reach	☐	☒	☐	☐					

While performing the duties of this job, the incumbent may reasonably be expected to occasionally manually handle loads of a varying nature. Notwithstanding, the incumbent is still required under their general Duty of Care to adopt safe work practices by taking appropriate precautionary measures to identify, assess and control risks in accordance with statutory requirements and the Shire's Risk Management Framework.

Organisational Relationship

Responsible to:
Aquatic & Recreation Coordinator

Supervisor of:
Lifeguards & Lifeguards Bronze

Position Description

Extent of Authority and Accountability

Operates under the supervision of the Aquatic & Recreation Coordinator within the limits of statutory requirements, Council policies, approved procedures and delegated authority.

The position is accountable for day-to-day aquatic facility operations, Lifeguard supervision, patron safety, first aid and emergency response, facility cleanliness and hygiene, aquatic plant and infrastructure maintenance support, and WHS responsibilities within the scope of the role.

Any specific financial, procurement, statutory or formal delegated authority not stated in the current PD is to be confirmed by the Shire.

General Corporate Accountabilities

Accountability	Required Standard
Work Health and Safety	Take reasonable care for own health and safety and ensure acts or omissions do not adversely affect others. Follow reasonable WHS instructions, use required PPE, report hazards/incidents, participate in risk controls and meet supervisory/officer/contractor responsibilities where applicable.
Code of Conduct and ethical behaviour	Comply with the Shire Code of Conduct, values, conflicts of interest, gifts, secondary employment, confidentiality and professional conduct requirements.
Customer service and community focus	Provide respectful, timely and helpful service to residents, visitors, businesses, community groups, contractors, elected members and stakeholders within the scope of the role.
Records and information management	Create, capture and maintain complete and accurate records in approved Shire systems in accordance with the Shire Recordkeeping Plan and lawful retention requirements.
Equal opportunity and respectful workplace	Contribute to a workplace and service environment that is inclusive, lawful and free from discrimination, harassment, bullying and victimisation.
Child safety and vulnerable people	Where the role involves children, young people or vulnerable community members, comply with relevant screening, reporting, supervision, privacy and safeguarding requirements.
Financial stewardship and procurement	Use Shire resources responsibly and comply with procurement, purchasing, asset, fleet, receipting and financial controls relevant to the role.
Emergency management and business continuity	Support emergency management, service continuity, public information and facility response activities when allocated and trained to do so.

Employment Conditions and Roster Notes

Condition	Details
Ordinary hours and roster	Annual pool season operations are identified in the current PD as October-April. Hours, roster pattern and employment status are to be confirmed.
Overtime / penalties / on-call / call-back	To be confirmed in accordance with the applicable industrial instrument and Shire approval requirements.
Part-time agreed additional hours	To be confirmed where applicable.
Leave restrictions / peak periods	The role requires flexibility in work hours and days and may be required to respond to operational or emergency requirements during the pool season.

Position Description

Employment Conditions and Roster Notes	
Condition	Details
Uniform / PPE / equipment	Required uniform, PPE and aquatic/technical safety equipment must be used in accordance with Shire requirements, WHS instructions and safe operating procedures.
Travel / accommodation / vehicle	Current "C" Class motor vehicle driver's license required under the selection criteria. Any Shire vehicle, travel or accommodation arrangements are to be confirmed.
Remote work / flexibility	National Police Clearance less than 6 months old and current Working with Children Clearance are required. Other pre-employment requirements are to be confirmed.

Position Description Certification	
Prepared by: Shire of Coolgardie	Effective Date: To be confirmed
I acknowledge that I have read and understood the key objectives, duties, responsibilities and other requirements as outlined in this position description. I understand that this position description provides general guidance regarding the purpose of the position and my responsibilities. Furthermore, I acknowledge that this position description may be amended from time to time to reflect changes to the position or Shire requirements.	
Staff Signature:	Date:

Approval	
Approved by	Chief Executive Officer / delegated approver
Position	To be confirmed
Signature	
Date	

Position Description

Attachment A - Task List / Activity Schedule

Matri x ID	Function	Service / Activity	Frequency / timing	Responsi bility	Output / evidence	System / record	Risk / compliance note	Review notes
1	Facility operations	Manage the daily operation of the aquatic facility to provide patrons with a clean and safe environment.	Daily / pool season	A/R	Safe and effective facility operation	Operational records as required	Operate within Shire procedures, statutory requirements and delegated authority	
2	Staff supervision	Supervise Lifeguard staff and support effective team operations.	Daily / as rostered	R	Lifeguards appropriately supervised	Rosters / team records as applicable	Follow Shire people, WHS and operational requirements	
3	Patron safety	Supervise pool patrons and user groups to ensure water safety.	During operating hours	A/R	Safe patron supervision	Incident / operational records as required	Shire policies and procedures; RLSSA guidelines; industry standards and practices	
4	Customer service	Handle customer requests efficiently, knowledgeably, confidentially, politely and in a timely manner.	Daily / as required	R	Consistent customer service	Customer/op erational records as applicable	Maintain confidentiality and professional conduct	
5	Facility hygiene	Ensure high standards of cleanliness and hygiene are maintained throughout the facility.	Daily / as required	R	Clean and hygienic facility	Cleaning / inspection records as applicable	Follow facility procedures and WHS requirements	
6	Plant & infrastructure	Proactively maintain aquatic plant and infrastructure to a high	Scheduled / as required	R/S	Operational plant and infrastructure maintained	Maintenance / plant	Operate within qualification, competence,	

Position Description

Matri x ID	Function	Service / Activity	Frequency / timing	Responsi bility	Output / evidence	System / record	Risk / compliance note	Review notes
		standard in conjunction with the maintenance service contractor.				records as applicable	procedures and contractor arrangements	
7	Emergency response	Respond to accidents, injuries and emergencies; provide first aid where necessary; immediately report serious events to the coordinator.	As required	R	Timely and appropriate emergency response	Incident / first aid records	Follow emergency, first aid and reporting procedures	
8	WHS	Report incidents and hazards, undertake risk assessments/JSA where relevant, eliminate/control hazards, and complete required training.	Ongoing / as required	R	WHS risks identified and controlled	WHS system / risk assessment records	WHS legislation, Council policies and approved procedures	
9	Other duties	Perform other duties as directed within the reasonable scope of the position.	As required	R	Duties completed as directed	As applicable	Lawful and reasonable direction within skills, competence and role scope	

Position Description

Attachment B - Key Duties, Accountabilities and Expected Outputs

Key Duties, Accountabilities and Expected Outputs		
Accountability Area	Key Duties / Responsibilities	Expected Outputs / Evidence
Service delivery / operations	Manage day-to-day aquatic facility operations and maintain a clean, safe environment for patrons.	Facility is operated effectively during the annual pool season; operational issues are addressed or escalated appropriately.
Customer and community service	Supervise Lifeguard staff and maintain effective team operations.	Lifeguard staff receive appropriate day-to-day supervision and direction.
Compliance, governance and records	Provide professional customer service and supervise patrons/user groups in accordance with Shire procedures, RLSSA guidelines and industry standards.	Customer requests are handled efficiently and water safety requirements are maintained.
People, contractors and volunteers	Maintain high standards of cleanliness and hygiene throughout the aquatic facility.	Facility presentation and hygiene standards are maintained.
Budget, assets and procurement	Proactively support operation and maintenance of aquatic plant and infrastructure, including ProCal chlorine dosing systems for Group 1 pools, in conjunction with the maintenance service, follow basic maintenance procedures and tasks.	Plant and infrastructure are monitored and maintained within role competence, procedures and contractor arrangements.
Projects, events and improvement	Respond to accidents, injuries and emergencies, provide first aid where required, and immediately report serious events.	Emergency response is timely, appropriate and documented/escalated as required.
Risk, WHS and incident response	Lead day-to-day WHS compliance within the role: report incidents/hazards, complete relevant risk assessments/JSA, eliminate/control hazards and complete required training.	WHS duties are carried out in accordance with legislation, Council policy and approved procedures.