

POSITION DESCRIPTION

Aquatic Technical Officer

1. POSITION IDENTIFICATION

Title: Aquatic Technical Officer

Section: COMMUNITY SERVICES

2. POSITION OBJECTIVES

Responsible for the day-to-day operations of the Shire of Coolgardie Aquatic Facilities during the annual pool season (October to April).

3. POSITION REQUIREMENTS – SELECTION CRITERIA

Qualifications	Essential	Desirable
Current Pool Lifeguard Certificate (RLSSA)	☒	☐
Current Aquatic Technical Operator Certificate	☒	☐
Current Leisure Institute of WA Aquatic (LIWA) accreditation and membership	☒	☐
Current Provide First Aid Certificate	☒	☐
Current Working with Children's Check	☒	☐
Current "C" Class Drivers Licence	☒	☐
Minimum age 18	☒	☐
Certificate IV in Sport and Recreation, Aquatics and Recreation or similar	☐	☒

Experience & Knowledge	Essential	Desirable
Experience in customer service	☒	☐
Experience in supervising staff and patrons	☒	☐
Experience in the operation and maintenance of a public aquatic's facility	☒	☐
Experience in water rescue, first aid and emergencies	☒	☐

Skills & Knowledge	Essential	Desirable
Sound supervisory skills	☒	☐
Sound time management skills including the ability to prioritise tasks and meet deadlines.	☒	☐
Well developed, written, verbal and interpersonal skills	☒	☐
Sound administrative skills	☒	☐
Excellent customer service skills	☒	☐
Ability to follow direction and to work independently to a high standard	☒	☐
Ability to safely and effectively carry out manual handling tasks	☒	☐
Sound knowledge in the operation and maintenance in Pro Cal chlorine dosing systems in Group 1 pools.	☒	☐
Demonstrated understanding of facility operations, service delivery and customer service in a community-based Aquatics facility.	☒	☐
Demonstrated understanding of senior first aid techniques	☒	☐

4. KEY DUTIES & RESPONSIBILITIES

- Manage the day to daily operation of the aquatics facility to provide patrons with a clean and safe environment.
- Supervision of Lifeguard staff.
- Ensure customers' requests are handled efficiently in a knowledgeable, confidential, polite and timely manner.
- Undertake supervision of pool patrons and user groups to ensure water safety in accordance with Shire of Coolgardie policies and procedures. Royal Lifesaving Society Australia (RLSSA) guidelines for safe pool operation and industry standards and practices.
- Ensure the highest standard of cleanliness and hygiene are always maintained throughout the facility.
- Proactively maintain all aquatic plant and infrastructure to a high standard, in conjunction with the maintenance service contractor.
- Respond to and immediately report to Aquatic and Recreation Coordinator serious incidents that may occur at the facility.
- Provide first aid where necessary.
- Other duties as directed.

Other

- Undertake all duties in accordance with Shire policies, Code of Conduct, and any legislated requirements.

5. GENERAL ACCOUNTABILITIES OF THE POSITION

Workplace Health & Safety (WHS)

- You must take reasonable care of your health and safety.
- You must take reasonable care that your acts or failure to act does not negatively affect the health and safety of others.
- You must comply, so far as you can, with any reasonable instruction by the CEO to allow them to comply with the WHS Act.
- You must cooperate with any reasonable policy or procedure of the Shire relating to health and safety at the workplace that you have been advised of.
- You must comply with personal protective equipment (PPE) requirements, including the proper wear, fit, use and care of all PPE as required and advised by the CEO through your manager or supervisor.
- You must identify and report all hazards within the workplace and comply with any requests for further information and reasonable requests to assist in controlling hazards where safe to do so.
- You must report all incidents, including near misses, and comply with requests for further information.
- You must not disturb an incident scene unless instructed by an authorised person.
- You must assist with any incident investigation where a reasonable request is made and help control hazards where safe.
- You must be aware of and follow the Shire's Code of Conduct and not cause or intend to cause mental or physical harm to any person, being mindful that social interactions can impact a person's mental and physical well-being (psychosocial).

6. ORGANISATIONAL RELATIONSHIPS

Responsible to: Aquatic and Recreation Coordinator and Leisure and Recreation Development Manager

Internal liaison: Chief Executive Office
All Staff

External liaison: Residents / Ratepayers
Community Groups
Visitors/Tourists
Members of the Public



7. EXTENT OF AUTHORITY

Operates under the supervision of the Aquatics and Recreation and Leisure and Recreation Development Manager within limits of statutory requirements, Council policies and delegated authority.

8. AGREEMENT

The details contained in this document are an accurate statement of duties, responsibilities, and other requirements of the position.

As the Employee, I have reviewed and accept the statement of duties in this Position Description.

Employee Name	Signature	Date

As the Manager, I have reviewed and confirm this is a current, correct and relevant document.

Manager Name	Signature	Date

UPDATED : October 2025
APPROVED BY : Chief Executive Officer