

Position Description



POSITION TITLE:	Aquatic Facility Maintenance and Compliance Officer
POSITION NO:	New
DIRECTORATE:	Infrastructure Services
DEPARTMENT:	Recreation and Open Space
SECTION:	Maribyrnong Aquatic Centre (MAC)
CLASSIFICATION:	Band 6
LOCATION:	1 Aquatic Drive, Maribyrnong
DATE:	March 2024

ORGANISATIONAL RELATIONSHIPS

Reports to:	MAC Manager
Supervises:	Nil
Internal Liaisons:	Recreation and Open Space Manager, MAC Leadership Team, MAC employees, Building Maintenance, Asset and Sustainability Teams and all Council employees.
External Liaisons:	Contractors, User Groups, Service and Statutory Authorities, Suppliers, Industry Groups and members of the public and residents.

ORGANISATIONAL VALUES:

Employees at Maribyrnong will be guided in their behaviour and conduct in the delivery of its services by Council's values of Respect, Courage and Integrity.

Respect	The promotion of inclusiveness, empathy, communication, good will.
Courage	The promotion of innovation, considered risk, creativity, problem solving, initiative, accountability, responsibility.
Integrity	The promotion of honesty, loyalty, ethical behaviour, trustworthiness.

PRIMARY OBJECTIVES OF POSITION:

To provide strategic and day to day oversight of the building and plant, ensuring the Centre is safe, compliant with Government and Industry regulations and standards, well maintained and operating efficiently and effectively.

To develop, coordinate and implement the delivery of the MAC Asset Management Plan.

DUTIES AND RESPONSIBILITIES

Service Planning and Delivery

- Oversee the systems and monitoring to ensure that the highest standards of safety and operational efficiency are maintained with the Centre's water quality and plant maintenance.

- Coordinate the occupational health and safety program across the Centre, ensuring best practice standards and all relevant legislation is adhered to.
- Coordinate the development and delivery of the Centre's operations in accordance with the standards recommended by the Royal Life Saving Society "Guidelines for Safe Swimming Pool Operation" and Maribyrnong Aquatic Centre policy and guidelines.
- Provide weekly and monthly reports as required.
- Manage and coordinate timely and effective service delivery of internal and external Contractors including those relating to Centre maintenance, cleaning and chemical supply.
- Update and maintain the Centre's operations manual including all policies, procedures and guidelines on a regular basis.
- Research, assess and recommend equipment and systems that can replace or improve the plant operations
- Initiate and maintain systems to manage stock control of chemicals, first aid supplies and other items related to the plant and building maintenance
- Working with Council's Sustainability area investigate opportunities to reduce and gain efficiencies in utilities both usage and costs.
- Management of MAC's Integrated Management System (IMS) including implementation of new contractual compliance requirements, GSPO changes, reporting and other operational requirements.
- Ongoing maintenance and review of the IMS and provide technical support and training to all relevant staff.
- Develop and implement the Emergency Management program and training for all staff
- Working with the MAC Manager develop monitor and oversee operational and capital budgets relating to building and equipment maintenance, renewal and replacement.
- In line with relevant Council policies, develop and improve MAC systems, administration and reporting of stock management, contract management, reporting of incidents, service requests and safe work practices

Asset Management

- In conjunction with the MAC Manager develop and implement an appropriate Asset Management Plan ensuring that a strategic focus is applied to the overall approach of asset management at MAC including replacement, renewal and resource planning.
- Develop and implement the Asset Maintenance Plan ensuring that all planned and day to day maintenance issues are attended to.
- Develop and manage service agreements and contracts with both Council and external providers for the Centre and equipment.
- Be the key contact and liaison between Council Maintenance and Asset Teams
- Assist the Centre Manager with the implementation and monitoring of Capital works projects
- Make recommendations to the Centre Manager on new equipment or resource requirements.

Risk Management

- Ensure project and maintenance activities comply with relevant legislation, industry guidelines and Council policy.
- Ensure that incidents are recorded and reviewed, and where necessary, action taken to reduce risk.
- Manage and Coordinate all risk management processes, audits and reviews and ensure implementation of required recommendations according to available resources.
- Manage Centre Security systems, policies and processes including Contractors.
- Manage contracts with external providers against service delivery specifications and financial performance indicators.
- Coordinate the MAC's OH&S Local Safety Committee
- Coordinate the procurement of all maintenance and equipment contracts in line with Council's Procurement Policy

The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skill, competence and training.

Organisational Responsibilities:

- Adhere to the Victorian *Occupational Health and Safety Act 2004*, Council's Occupational Health and Safety Policy and Council's Contractor Health and Safety Policy including assuming responsibility for the proper use of all safeguards, safety devices, personal protective equipment and other equipment provided for safety purposes.
- Consider and preserve one's own safety and the safety of those around while at work. This includes following health and safety guidelines and procedures, and using protective clothing or equipment provided, at all required times. Employees must immediately report any injury, near miss, damaged equipment or any other hazard observed in their workplace.
- Familiarise themselves with, and adhere to, Council's Risk Management policy and program and the application of sound risk management practices within the workplace and community.
- Practice and promote Council's Equal Opportunity and Respect at the Workplace principles and policies by treating fellow employees and our customers fairly and equitably and without discrimination, harassment or bullying.
- Promote a positive image of Council to members of the public through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Provide advice and information to internal and external stakeholders within Council guidelines and delegated authority. Accountable for the accuracy and quality of the information and advice provided.
- Provide support and formal input into policy development within area of expertise as required.
- Maintain and improve standards of work specific to the role and responsibilities.
- Act within clear objectives, budgets and refer to manager for any decisions on matters that could impact Council's policy, projects and budget.

JUDGEMENT AND DECISION MAKING

- Exercise judgement and autonomy to make decisions based on previously acquired experience and knowledge as well as knowledge of department, organisational goals and objectives.
- The nature of the work is usually specialised with methods, procedures and processes developed through theory or precedent.
- Ability to improve or develop methods, procedures and processes relevant to the role as required and applying them to problem resolutions.
- Guidance and advice from supervisor and other Council employees would usually be available.
- Exercise discretion and confidentiality whilst performing assigned duties.

SPECIALIST SKILLS AND KNOWLEDGE

- Ability to use technology and systems relevant to the role.
- Proficiency in the application of theories, policies, procedures, processes and precedents relevant to the role.
- Understanding of the role and function of the team and how they impact the goals of the wider organisation.
- Understanding of relevant State and Federal legislation, Acts and regulations relevant to the role.
- Basic knowledge and understanding of budgeting techniques.
- Excellent working knowledge of Public Swimming Pool Plant operations

MANAGEMENT SKILLS

- Manage time, set priorities, plan and organise own work and when required, the work of any support staff, to achieve team objectives within a set timeframe.
- Ability to implement and embody Council personnel practices including Equal Employment Opportunity and Occupations Health and Safety, particularly when supervising employees.
- Ability to support, motivate, provide on the job training and guidance to more junior employees.
- Ability to contribute to team meetings and to team outcomes.
- Understanding and effective dissemination to co-workers of the long term goals of the area and their alignment with Council's objectives.

INTERPERSONAL SKILLS

- Ability to gain trust, cooperation and assistance from internal and external stakeholders when required.
- Ability to liaise with external counterparts and members of other units within the organisation to resolve intra-organisational problems.
- Strong written and verbal communication skills and ability to effectively manage complex conversations.
- Ability to establish rapport and to contribute to a pro-active and collaborative work culture.
- Ability to demonstrate initiative and flexibility within the working environment and to contribute to team based service delivery.
- Conduct research and provide detailed verbal and written reports as required.
- Capability to prepare external correspondence

QUALIFICATIONS AND EXPERIENCE

Mandatory:

- Tertiary qualifications in a relevant discipline, or lesser formal qualifications with extensive relevant experience.
- Significant experience in asset management planning and delivery.
- Aquatic Technical Operators Certificate.
- Extensive experience in developing and maintaining systems and procedures to achieve operational efficiencies.
- Excellent working knowledge of the RLSSA Guidelines for Safe Pool Operation
- Experience in managing contracts and service agreements
- Demonstrated knowledge of plant operation and maintenance.
- Provide First Aid Certificate (HLTAID011).
- Resuscitation Certificate.
- Working with Children Check – Employment version.
- No relevant criminal record found in a police check.

Desirable:

- Experience in the delivery of Sustainability Initiatives in an Aquatic Environment
- Demonstrated experience in exceeding Industry standards for safety and compliance in an Aquatic Centre environment

KEY SELECTION CRITERIA

- Mandatory qualifications and experience as described above
- Demonstrated experience in project management and asset maintenance
- Demonstrated experience in a similar position in a multi-faceted aquatic and leisure centre environment.
- Demonstrated experience and knowledge in occupational health & safety best practice
- Demonstrated experience in developing, implementing asset plans and monitoring contractors to achieve agreed outcomes
- Knowledge of best practice contracting and tendering practices.

CONDITIONS OF EMPLOYMENT: In addition to the terms and conditions of Council’s Enterprise Agreement and the requirements listed in this Position Description, there are policies and procedures that apply to your employment and require your diligent compliance. These policies and procedures are formulated by Council for the efficient and fair administration of employment and other business matters and can be amended from time to time. However, such policies and procedures are not deemed to be incorporated into your employment conditions, nor are they intended or deemed to impose specific contractual obligations on Council.

The following signatures are required to indicate understanding, agreement and approval of the position description.

Employee:

Date:

Manager/
Coordinator:.....

Date: