



SHIRE OF MORAWA

SWIMMING POOL MANAGER

APPLICATION PACKAGE

www.morawa.wa.gov.au

The Shire of Morawa acknowledges the Yamatji People as the Traditional Owners of the land where the Shire is situated. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples living within the Shire of Morawa.

JOB VACANCY

Swimming Pool Manager



Work Type	Full Time – Contract (initial 3-year term with options to extend)
Remuneration Package	A total remuneration package up to \$115,000 per annum inclusive of superannuation, allowances, Shire housing, utilities allowance, and a cash component of \$70,000-\$90,000 per annum dependent on candidate experience and credentials.
Location	Shire of Morawa, Swimming Pool
Closing Date	27 September 2024

The Shire of Morawa

The Shire of Morawa, is one of iconic remote country landscapes with roots embedded in agriculture and mining. The beauty of the land is balanced between its history, modern industrial operations, and small-town community spirit. The Shire has a modest local population with approximately 70% of residents living in the town centre and approximately 17% Aboriginal identifying representation.

The incredible wildflower season carpets the region in colour from late winter through to early October and sees the town bustling with visitors. Morawa is featured as one of the 21 stops in the Wildflower Country's Wildflower Way driving trail, which extends from Dalwallinu to Geraldton. The Shire is also home to numerous other attractions including heritage architecture, historic Canna, natural wonders like Bilya Rock and Koolanooka Springs, the museum, walking trails, the Biennial Art Exhibition, and the Speedway.

Located only 3.5 hours drive from the city of Perth, Western Australia, or 1.5 hours from Geraldton, Morawa is a diverse place to visit, live and work.

Population:	650-750
Location:	370km from Perth in the Mid West region
Environment:	Wheat and sheep farming town situated in the heart of wildflower country
Education:	Morawa District High School (Kindergarten to Year 12), WA College of Agriculture, a trade training centre, and Family Day Care Centre
Facilities:	Medical centre, community health centre, childcare centre, youth centre, swimming pool, aged care accommodation, community resource centre, police, St John Ambulance services, 24/7 gym, recreation centre, various seasonal sporting teams including AFL, netball, and hockey
Retail/Commercial:	Australia Post, IGA, Morawa Traders, pharmacy, banks, agricultural supplies, trades, hardware, community resource centre
Hospitality:	Morawa Hotel, Wildflour Bakery & Café, Everlastings Guest House, Morawa Caravan Park
Transport:	TransWA Bus services

The Shire is forward thinking and provides employees with opportunities to learn and develop. Our staff is approximately 30 strong, operating across vibrant areas managing community services, facilities, assets and compliance areas.

The Position

We are looking for a highly motivated, suitably qualified, and experienced person to join our dedicated team in the position of **Swimming Pool Manager**.

The pool manager is required to maintain the grounds, facilities, and swimming environment of the Morawa Pool whilst ensuring the safety and enjoyment of patrons. We are looking for a candidate who can take ownership of the role and facility and take pride in maintaining it to a high standard whilst delivering outstanding customer service. The Morawa Swimming Pool is open mid-October to late April each year and provides a focal point to the community throughout the hot summer months.

This position offers a generous remuneration package including a negotiable cash component and staff housing for an initial 3-year contract term. Due to the nature of the pool opening, the Pool Manager is expected to work 6 days a week throughout the season with weekly hours approximately 42-54 hours dependent upon events, activities and Shire designated opening hours.

During the off season the Pool Manager is only required to undertake minimal pool maintenance and so can enjoy leave for several months during the cooler months.

If you are driven, proactive, have experience managing a pool environment and enjoy the uniqueness and benefits remote country life has to offer, then this could be the ideal role for you.

Submitting an Application

Your application should include a covering letter outlining your interest in the position and a current resume detailing your qualifications, experience, and suitability for the position.

Posted applications should be addressed to the Chief Executive Officer, Shire of Morawa, PO Box 14, Morawa WA 6623 and marked "Private and Confidential".

Electronic applications can be sent via email to emccs@morawa.wa.gov.au

All submissions must be received by the nominated closing date. In fairness to all applicants, late applications cannot be considered unless prior consent has been received from the Shire under restricted circumstances.

Equal Opportunity Statement

The Shire of Morawa is committed to creating a diverse environment and is proud to be an equal opportunity employer. The Shire maintains an equal opportunity policy in assessing all applications for any advertised position and provides a smoke free work environment.



Shire of Morawa

POSITION DETAIL	
Position Title	Swimming Pool Manager
Department	Community Services
Work Location	Morawa Swimming Pool
Date (revised)	September 2024
Award	Local Government Officers' (Western Australia) Award 2021

THE ORGANISATION	
<p>Our Community Vision is:</p> <p><i>"A welcoming and inclusive community that embraces what makes it unique, offering liveability, variety, and opportunity for all."</i></p>	
<p>Our Organizational values are:</p> <ul style="list-style-type: none"> • <i>We will be open and accountable</i> • <i>We will have informed decision making</i> • <i>We will be collaborative</i> • <i>We will listen, communicate and respond</i> 	<p>Our Foundational Cultural Values are that we put C.A.R.E into what we do:</p> <ul style="list-style-type: none"> • <i>Commitment</i> • <i>Attitude</i> • <i>Respect</i> • <i>Excellence</i>

THE POSITION	
Reports to	Executive Manager Corporate & Community Services
Direct Reports	Pool Attendant/Lifeguard (if applicable)
Summary and Objectives	Coordinate the day-to-day management and technical operations of the Morawa Swimming Pool and Kiosk and ensure a safe and attractive environment for all attendees.
DUTIES & RESPONSIBILITIES	
<p>Supervision when the Centre is open, you shall:</p> <ul style="list-style-type: none"> • Be in attendance at the centre at all times. • Supervise all persons within the centre. • Provide assistance to any person who appears to be in danger. • Prevent offensive or dangerous behaviour and where cause any persons acting in such a manner to be evicted from the Centre. • Perform regular inspections and maintenance of the pool and surrounds by walking around the Centre. • To operate the kiosk in such a manner so as not to affect the safety of any persons within the Centre. <p>Maintenance of Plant & Equipment</p> <ul style="list-style-type: none"> • Ensure all plant and equipment in the centre including the pool pumps and chlorinator plant are always operating properly and efficiently in line with published guidelines and requirements. • If any plant or equipment fails to operate properly, immediately notify the Executive Manager Corporate and Community Services or Executive Manager Works and Assets. • Maintain all plant and equipment during the off season. • Report monthly to the Executive Manager Corporate and Community Services (EMCCS) on the general condition of the Centre and visitation. • Maintain written procedures on the pool operation including procedures for vacuuming and backwash. <p>Maintenance of the Centre</p> <ul style="list-style-type: none"> • Maintain the grounds, lawn and slabbed areas in good order including sweeping, gardening, mowing, fertilising, and weeding. • Ensure that all routine and general maintenance of the plant and equipment is undertaken. • Notify the EMCCS in writing within 24 hours of: <ul style="list-style-type: none"> ◆ Any incident of vandal damage to the Centre. ◆ Substantial maintenance that the Centre requires. <p>Stores</p> <ul style="list-style-type: none"> • Liaise with the Executive Manager Corporate & Community Services to ensure timeliness of ordering and making arrangements for the delivery of all stores, materials and chemicals required for the operation of the Centre. • Obtain authorization from the Executive Manager Corporate and Community Services for the purchase ensuring that Council's adopted Purchasing Policy is met. • Ensure that sufficient quantities of stores materials and chemicals are available so as not to disrupt the operation of the Centre. • Endeavour to obtain stores materials and chemicals in the most cost-efficient manner possible. 	

Collection of Fees and Charges

- Collect and safeguard all monies from fees and charges including admission fees payable by the public and other users of the Centre.
- Deliver all monies collected to the Shire Administration Building on a weekly basis.
- Deliver to the shire a written weekly record of the number of persons admitted to the Centre.

Cleaning

- Maintain the Centre in a clean and safe condition including the internal and external areas of all buildings including the office, kiosk, plantroom, and storeroom.
- When the Centre is open to the public the internal surrounds of the Centre including the pool, concourse, and grassed areas.
- Ensure the Centre is maintained in a clean and tidy condition after the Centre is closed for the day during the season.
- Ensure the Centre toilets and changerooms are always maintained in a clean and sanitary condition during the season.

Security

- Ensure that all stores, chemicals, plant, equipment, and any other materials required for the operation of the Centre are safely and securely stored so as to be protected from weather, theft, loss, damage or access by the public.
- Ensure that all gates, doors, windows, and other means of entrance to any building within the Centre to which the public are not permitted access are kept locked and secure.
- Ensure after the Centre is closed for each day during the season:
 - ◆ That all persons have left the Centre.
 - ◆ That all gates and points of entrance to the Centre are locked and secure.
 - ◆ That all doors and windows to buildings within the Centre are locked and secure.
 - ◆ That all lights and electrical appliances except for security lights and appliances are switched off.

Accidents

- Provide assistance to any person involved in an accident at the Centre including first aid procedures where applicable.
- Record the details of any known accident occurring at the Centre in a book kept for that purpose and forward information to the EMCCS and Risk and Safety Officer immediately.

Off Season Maintenance

- Maintain the pool water to the level and quality required by statutory laws and industry guidelines.
- Undertake all necessary works to ensure that the Centre opens at the commencement of each season on the date set by Shire.
- Ensure that the Centre's plant and equipment is maintained in a fully functional condition during the off season.

Kiosk Operation

- The Shire of Morawa agrees to allow the Swimming Pool Manager to operate the kiosk providing:
 - ◆ Alcoholic beverages, cigarettes or refreshments packaged in glass containers are not sold from the kiosk.
 - ◆ Operation of the kiosk in no way affects or prevents the performance of statutory and safety functions associated with this position.
 - ◆ All goods sold from the kiosk are at their own expense and may retain the whole of any profit obtained from the sale of those items.
 - ◆ The Swimming Pool Manager shall be responsible for all maintenance, cleanliness, and repairs to the kiosk equipment and payment for and provision of necessary health approvals and insurances if necessary.

Pool Hours of Operation

- Pre-season Maintenance generally occurs in September.
- The pool season is generally October to April but may be extended to May dependent on the weather.
- Post Season Maintenance occurs in April/May.

The pool is generally open 6 days a week during the season, especially weekends and public holidays. Opening hours will be set by Council in consultation with the Pool Manager and Management Team before the commencement of the pool season but will not open earlier than 6am or close after 8pm, with hours of work expected to be in the region of 42-50 hours each week.

Occupational Safety & Health

Employees are responsible and accountable for:

- Complying with OH&S legislation, workplace procedures for risk identification, risk assessment and risk control.
- Participation in activities associated with the management of workplace health and safety.
- Identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace.

Professional Commitment & Accountability

- Participates in performance management processes, induction, recruitment, review, and succession planning.
- Demonstrates a positive commitment to the Shire Code of Conduct and Policies.
- Embrace, support and participate in change to achieve Shire goals & objectives.
- The ability to maintain strict confidentiality is an essential requirement of all employees of the Shire.
- Actively participate in the ongoing development, compliance, and promotion of professional customer service standards.
- Recommend changes or strategies which promote a 'Continual Improvement' and 'Best Practice' approach to service delivery.
- Promote, maintain, and improve the working environment and practices to ensure compliance with Industrial Awards, Occupational Safety and Health, EEO legislation and Council's Policies and Procedures.

SELECTION CRITERIA

Essential	<ul style="list-style-type: none"> • Senior 1st Aid with a sound knowledge of First Aid and Resuscitation techniques. • Qualified Pool Lifeguard • Aquatic Technical Operator Accreditation • Experience in cash handling and customer service • At least 1 year (pool season's) experience as a Swimming Pool Manager or Assistant Manager • Hold a Certificate of Competency as a qualified person in accordance with the Health Act (Swimming Pools) Regulations 1964 issued by the Director Public Health WA. • Sound knowledge of the provisions of the Health Act, Regulations and by-laws applying to the maintenance and operation of Public Swimming Pools (5,SLI4) • Sound knowledge and experience in the conduct of water chemistry tests. • Sound knowledge of the operation and maintenance of water treatment plant and equipment, specifically relevant to granulated chlorine. • Sound knowledge of the safety procedures and requirements for the handling of hazardous chemicals used for water treatment. • A positive can-do attitude. • Strong interpersonal skills. • Hold a current "C" Class Drivers License. • National Police Clearance. • Working with Children
Desirable	<ul style="list-style-type: none"> • Experience cleaning and maintaining facilities and/or surrounds • Experience living and working in a country community • An understanding of the requirements of the role during the off and on season including extended working hours and requirements during the on season.

Approved for publication.

Dated this 13th day of September 2024.

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Scott Wildgoose
CEO

