

POSITION DESCRIPTION



Date: 16 January 2026

1. Position Identification

Title:	Swimming Pool Manager			
Position Number:	PE.RE.140	Level:	8	Agreement: Shire of Exmouth Industrial Agreement 2025
Department:	Economic & Lifestyle Services			
Section:	Paltridge Memorial Swimming Pool			
Location:	Exmouth, Western Australia			

2. Reporting Relationships

Reports to:	Manager Economic & Lifestyle Services
No of Direct Reports:	Duty Manager, Lifeguards (3-6)

3. Value Statement

Embrace and promote the values of integrity, accountability, respect and innovation.

- Integrity**
We act with care and diligence - making decisions that are honest, impartial, timely and based on all relevant information.
- Accountability**
We use Shire resources in a responsible and accountable manner that ensures the efficient, effective and appropriate use of resources and information.
- Respect**
We treat people with dignity, fairness and recognise their interests and rights.
- Innovation**
We strive for continuous improvement, embrace change and challenge the status quo.

4. Role Purpose

Reporting to the Manager Economic & Lifestyle Assets, the Swimming Pool Manager is responsible for both the day-to-day and long-term operations of the Paltridge Memorial Swimming Pool and nearby Children's Spray Park. Swimming Pool Manager is required to maintain the grounds, facilities and swimming environment of the Pool and Spray Park, whilst ensuring the safety and enjoyment of patrons.

5. Key Objectives

Follow best practice in operational maintenance, chemical handling, pool and water safety, people management, administration, project management and future planning.

Ensure that the Paltridge Memorial Swimming Pool and Children's Spray Park meet all legislative requirements of operation, includes ongoing testing, maintenance, chemical handling, water safety and more

Lead, manage, recruit and upskill new employees to meet regulatory requirements and recommended training in the respective roles. Manage associated rosters and leave for Lifeguards & Duty Managers.

Provide information, advice, reports including project updates and budget reviews to the Manager Economic & Lifestyle and other stakeholders on a regular basis and as required.

Reinforce the Paltridge Memorial Swimming Pool as a positive, community focused venue with the activation of events, carnivals and classes.

6. Key Responsibilities

SWIMMING POOL

Oversee facility operations to comply with all regulatory standards including, but not limited to;

- Ensuring all staff have and maintain required qualifications (first aid, pool lifeguard, Group One Technical Operators certification and LIWA accreditation).
- Ensuring all pool user groups have relevant qualifications and insurance required for their group instruction responsibilities.
- Meeting Group One Aquatic Facility supervision requirements ensuring the pool is supervised at all times and staff ratios are adequate to activities and patron numbers.
- Testing and balancing water chemistry, maintaining filtration to required turnover and filter pressures at all times.
- Ensuring facility equipment and venue is compliant with current Australian standards such as cleanliness, maintenance and maximum capacity.

Customer Service & Administration

- Coordinate point of sale, gate admissions, explaining conditions of entry, count and process end of day takings.
- Communications, promotions and advertising, rostering, recruitment, infrastructure project management, reporting, risk assessments, booking management, ordering supplies.
- Managing kiosk operations, budgets and sales targets (ensuring operation of the kiosk in no way affects or prevents the performance of statutory and safety functions associated with this position).

Management of Staff

- Recruit and manage suitability qualified pool staff to ensure prescribed standards are met.
- Prepare and manage pool staff rosters.
- Develop and implement emergency procedures and provide staff training in these procedures.
- Develop and coordinate on-site training of staff.

Programs and events

- Plan and oversee all programs and events ensuring safety and managing pool time and space allocated such as School Carnivals, School Physical Education, Education Department Swimming Lessons, Private Swimming Lessons, Aqua Aerobics, Swimming Competitions, Swimming Coaching clinics.
- Initiate and run events and activities such Aqua Run Fun Days, Dive In Movies and Australia Day.
- Manage private bookings such as TAFE training courses, Birthday parties, School Rewards days, End of year windup events and Youth Events.

Operational, cleaning & grounds maintenance

- Maintaining all onsite equipment including pool, rescue and first aid, filtration, first aid and water chemistry
- Maintain lawns, reticulation and paving
- Cleaning of all pool rooms and facilities including, changerooms, offices, meeting rooms, first aid room, kiosk, storeroom, pool surrounds and pool.

SPRAY PARK

Regulatory

- Oversee plant operations and water chemistry to Department of Health standards.

Plant Maintenance

- Backwashing, cleaning, breakdown repairs and balancing chemicals

OUT OF HOURS

- Be available to attend plant breakdowns, blackouts, or chemical fluctuations at all hours.
- Be available to support depot staff when issues are detected with plant or water balance during morning tests.

7. Risk Management and Workplace Health and Safety

Participate, contribute and demonstrate personal commitment to safe practice and environmental awareness that is compliant with Duty of Care requirements under the Work Health and Safety Act 2020 and relevant regulations and guidance notes.

Identify potential hazards and take appropriate action in accordance with policies and procedures.

8. Qualifications and Work Experience

Mandatory Requirements

- Hold a current national “C” class driver’s licence.
- A current Working with Children Check
- Valid Australian Work Rights.

Essential

- Current experience in managing and maintaining a public swimming pool.
- Demonstrated knowledge of the provisions of the health act, regulations and bylaws applying to the maintenance and operations of public swimming pools.
- Sound marketing, programming and promotional skills.
- Well developed communications and customer service skills.
- Experience in leading and developing small teams.
- Sound knowledge of the safety procedures and requirements for the handling of hazardous chemicals used for water treatment and experience in conducting water chemistry tests;
- Hold current certifications/qualifications in the following;
 - Aquatic Technical Operator
 - Pool Lifeguard
 - Provide First Aid and Advanced Resuscitation and Oxygen Therapy
 - Breathing Apparatus
 - Liquified Chlorine Gas Safe Handling and Use (or able to attain)
 - LIWA (Leisure Institute of Western Australia) Accreditation (or able to obtain)
- Demonstrated ability to support the values of the Shire of Exmouth.

Note: The requirements and responsibilities in this position description are a general guide only and are not all inclusive. The Position Description may be reviewed at any time based on operational requirements.