



Technical Officer - Aquatic Facilities

POSITION DESCRIPTION

Position Number:	3570
Portfolio:	Communities
Business Unit:	Community Assets
Team:	Facilities Management
Position Status:	Permanent Full Time
Classification:	QLGIA (Stream A) Level 5
Reports To:	Manager Parks and Facilities
Revised:	November 2024

General Position Statement:

This position supports Council's direction by overseeing the operations and maintenance of the Yeppoon foreshore, lagoon precinct and Council's aquatic facilities. Responsibilities include contract management and administration, providing technical advice and delivering project management in a professional, efficient and confidential manner.

Specific Responsibilities:

This position has the following responsibilities:

1. Manage contractors and internal resources to ensure effective and efficient resource use in delivering lagoon, foreshore and aquatic facilities operational and maintenance tasks in accordance with maintenance schedules and contract agreements.
2. Manage daily operations of Council's lagoon, carwash, Kraken and aquatic facilities ensuring adherence with relevant contracts and maintenance schedules.
3. Undertake project management for the delivery of the aquatic and carwash capital works projects.
4. Development of maintenance schedules, as required.
5. Contribute to the preparation and delivery of maintenance and capital budgets, monitor and provide performance reports in a timely manner.
6. Undertake contract management activities including scope development, procurement activities, evaluation, award and contract administration.
7. Update and amend asset registers and provide reports on asset disposals, capital upgrades and new works.
8. Ensure adherence to Council policies, processes and procedures and that work meets safety, technical and quality specifications.
9. Provide accurate information and technical advice to the public, other organisations and portfolios within the Council.





10. Conduct site inspections ensuring maintenance programs are delivered in accordance with maintenance schedules.
11. Deliver customer service by assisting with lagoon and foreshore precinct queries and act as a contact for visitors, tenants and contractors for maintenance requests.
12. Report on contracted programs, maintenance program outcomes, incidents and reactive maintenance activities.
13. Interpret plans and design drawings to ensure understanding of operational and maintenance requirements for foreshore and lagoon facilities.
14. Act as a role model for Council's Values and Behaviours at all times and display a high level of professional and ethical conduct.
15. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
16. Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements:

Skills/Competencies

1. Substantial experience relating to project management, contract administration and delivery of projects.
2. Demonstrated experience in the operation of aquatic facilities.
3. Substantial experience relating to aquatic project management and delivery of aquatic infrastructure projects.
4. Demonstrated sound experience in the supervision of staff and contractors.
5. Demonstrated time management, planning and organisational skills.
6. Well-developed communication (oral and written) and interpersonal skills relevant to the position and strongly focused on the provision of quality customer service.
7. Ability to effectively operate Council's computer systems including record management, finance, customer request, asset management and the MS Office Suite.
8. Sound conflict resolution and negotiation skills.
9. Demonstrated ability to research and draft replies to correspondence, reports and other such documentation.

Mandatory Qualifications, Licences and Experience

1. Relevant qualification (for example, project/contract management or trade qualification) and/or equivalent experience working in a similar role.
2. Substantial experience and demonstrated knowledge of contract and project management of aquatic facility operations and building and maintenance management.
3. Possess or have the ability to obtain a Certificate IV in Swimming Pool and Spa Services.





4. Sound knowledge of relevant statutory requirements/legislation and solid understanding and practical experience in conducting risk assessments for project and maintenance activities.
5. General Construction Induction (White Card).
6. Possess and maintain a current motor vehicle drivers licence.

Desirable Qualifications, Licences and Experience

1. Experience in a local government environment.
2. Certificate IV in Frontline Management.

Actions

1. **Values and Behaviours** – Behaviour aligned with Council's Values and Behaviours.
2. **Customer Service** – Focus on our customer/s needs.
3. **Code of Conduct** – Behaviour aligned with Council's Code of Conduct.
4. **Safety** – Carry out your duties in a safe manner.
5. **Project Management** – Commit to Council's Project Management ethos.
6. **Human Rights** – Respect, protect and promote human rights in your decision-making and actions.

Physical Requirements

1. Ability to work in an outdoor and office environment.
2. Ability to legally operate a motor vehicle under a "C" Class Licence.
3. Ability to complete a satisfactory Functional Capacity Evaluation.
4. Must be available to work the on-call roster if required.
5. Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).

Delegations and Authorisations:

Financial, Administrative and HRM Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's knowledge library.

Acknowledgement:

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted





as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Acting General Manager – Communities
Signature:	<i>Sonia Tomkinson</i>
Date:	21 November 2024
Present Incumbent:	
Signature:	
Date:	





TEAMWORK

- We are one Council, working seamlessly across the organisation to deliver the best outcomes for our community.
- We involve others to design solutions and inform decisions.
- We openly share knowledge and information.
- We care about each other and ask for, and accept, support when needed.
- We resolve issues and conflicting priorities in an open and constructive way.



COMMUNITY

- We are one community and make decisions with our whole community in mind.
- We engage with and listen to our community to understand their needs.
- We support our community to develop resilience and sustainability.
- We effectively and efficiently deliver high quality products and services.
- We respond quickly and constructively.



ACCOUNTABILITY

- We own our actions, successes and failures, and ensure we implement lessons learned.
- We take personal responsibility for everyone's safety.
- We manage and use Council's resources effectively and efficiently.
- We make and communicate decisions and rationale in a timely and inclusive manner and act with transparency.
- We are diligent in delivering on our commitments, and communicating issues early.



POTENTIAL

- We focus on being the best we can be and in-turn inspire others.
- We will be open to change and will pursue opportunities.
- We will continually seek to improve how we do things and build upon each other's ideas.
- We make time to seek and provide feedback to support each other.
- We encourage and support innovation and initiative.



POSITIVITY

- We inquire with curiosity, actively listen to others and are open to new perspectives.
- We approach issues looking for solutions.
- We remain calm and respectful when working through difficult situations.
- We focus on being open and adaptable.
- We invest in our physical and mental wellbeing.



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SELECTION CRITERIA

Position Number:	3570
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Reports To:	Manager Parks and Facilities
Revised:	November 2024

Please address each of the selection criteria below in your application:

1. Mandatory Qualifications and Licences:

- Relevant qualification (for example, project/contract management or trade qualification) and/or equivalent experience working in a similar role;
- Possess or have the ability to obtain a Certificate IV in Swimming Pool and Spa Services;
- General Construction Induction (White Card); and
- Possess and maintain a current motor vehicle drivers licence

2. Substantial experience and demonstrated knowledge of contract and project management of aquatic facility operations, contract administration and building and maintenance management.

3. Sound knowledge of relevant statutory requirements/legislation and solid understanding and practical experience in conducting risk assessments for project and maintenance activities.

4. Well-developed communication (oral and written) and interpersonal skills relevant to the position including sound conflict resolution and negotiation skills.

Suggested approaches to addressing selection criteria include:

Responses should be relevant and directly relate to the selection criteria.
Responses are generally no longer than one page per selection criteria.

You may like to take in account;

- Situation – Describe the situation you were in, including where it occurred and what the relevant environment was.
- Task – Describe the event/task that required resolution, what was required of you.
- Action – Describe what actions you took, how did you resolve the problem.
- Result – What was the outcome and how did your actions contribute to a positive result.

Use actual examples of what you have done that are relevant to each selection criteria. Include how well you did it, what you achieved, and how it relates to the requirements of this role.