

Your Position

Your job	Pool Supervisor Kaitiaki Hōpua Kaukau
Your group	City & Community Infrastructure
Your team	Recreation Porirua
Your manager	Duty Manager (on duty)
Your base	Porirua

What's most important to us

Porirua City is our place. A great place to live, work and raise a family. We want everyone to feel welcome, whether they are visiting, living or working here.

Our goals:

- A growing, prosperous and regionally connected city
- A village and city experience
- Children and young people at the heart of our city
- A healthy and protected harbour and catchment

How we work together:

- Team up – Together we make a difference for our community
- Work smart – We are curious, courageous and learn from experience
- Make it happen – We use our energy and skills to get things done

Your team's purpose

City & Community Infrastructure's purpose is to:

- lead planning and maintenance of Council's infrastructure (including roading) and utility assets, within a well-informed long-term strategy;
- ensure the provision of transportation, water, stormwater, sewage disposal and solid waste services;
- deliver community services, including, parks, library, recreation and cultural services.

Your purpose

The Pool Supervisor's role is to:

- ensure customer safety and a high standard of service and customer care at all times. This role will involve supervision of all aquatic activities, maintaining a high standard of cleanliness. The Pool Supervisors will supervise the work of the lifeguards and assist the Duty Manager in ensuring the facility is run smoothly. At times the Pool Supervisor will be the most senior person on the poolside.

Who you'll be working with

Your direct reports	<ul style="list-style-type: none">• All Lifeguards (on duty)
Your indirect reports	<ul style="list-style-type: none">• Swim Instructors (on duty)
External people and groups	<ul style="list-style-type: none">• Members of the public• Schools, associations, interest groups, trusts and community organisations• Skills Active, Swim NZ and Water Safety NZ• Porirua City Aquatics Club• Local Community and Health Groups
Internal people and groups	<ul style="list-style-type: none">• Executive Leadership Team, managers and staff at all levels of the organisation

Your responsibilities

What you'll do	How you'll do it
Operational Delivery	<ul style="list-style-type: none">• The effective leadership and supervision of all poolside staff to ensure the pools are safe at all times and all efforts are taken to ensure customer safety. Take all steps to prevent accidents and incidents occurring and follow correct procedures in the event of these occurring, including updating Peoplesafe immediately after• Complete the Pool Supervisor checklist and ensure any hazards or dangers to staff or public have been identified. Also arrange solutions to minimize hazards/ damages with assistance from the Duty Manager• Control and manage events such as accidents and emergencies and have the ability to remain calm in pressured situations• Maintain levels of staffing on the poolside whilst ensuring the staff have allocated breaks and rest periods• Inspect and monitor swimming throughout the day and deploy staff as required to respond to any issues identified• Ensure the water conditions meet agreed NZ specifications and that water treatment test are carried out and recorded as required and

	<p>inform the Duty Manager of any issues outside of the normal ranges</p> <ul style="list-style-type: none"> • Assist the Duty Managers with staff performance reviews including training and development plans as required • Assist with the completion of plant room checklists • Ensure the hygiene, cleaning and maintenance of the poolside and changing rooms meet the high standards required
Relationship Management	<ul style="list-style-type: none"> • Establish and maintain close working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive and constructive
Corporate Responsibilities	<ul style="list-style-type: none"> • Build commitment of PCC's vision, strategic directions, values and services • Willingly undertake any duty required within the context of the position • Adhere to our Code of Conduct • Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event

Your skills, experience and qualifications

It's essential that you have:	<ul style="list-style-type: none"> • Staff supervisory skills • National Pool Lifeguard Award • A comprehensive first aid qualification • Able to work unsocial hours • Customer care skills • Problem solving • Full New Zealand Driver's License • Able to meet the physical demands of the role • Understanding and commitment to health and safety in the workplace • Understanding and commitment to diverse workplaces • Understanding and commitment to the Treaty of Waitangi and bicultural issues
It'd be great if you also have:	<ul style="list-style-type: none"> • First Aid and National Lifeguard Award (Pools) • Knowledge of Learn to Swim programme • Water treatments (Pools)

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