



## Facilities Technician- Aquatic and Other Services

Position Title	Facilities Services Technician – Aquatic & Other Services
Department	Facilities
Reports to	RAI Grant Centre Coordinator
Location	North Sydney
Type of Employment	Full Time, Permanent
Classification/Grade/Band	Independent Schools NSW (Support and Operational Staff) MEA 12.1 (c)
Reporting Relationships	Director of Business Head of Facilities Operations Foreman Head of Swimming

## Shore Values and Vision

Shore's dynamic tradition is founded on authentic and transformative Christian faith, with emphases on engaged rigour in teaching and learning, integrity and respect in character, humility and compassion in service, faithfulness and commitment in community life, personal best in games and cocurricular activities. With this as its foundation, and within the terms of its charter, Shore seeks to be the leading comprehensive school in Australia.

Our priority has always been delivering the utmost excellence in teaching and learning and the student's character development in our care. Our motto, "they hand on the torch of life", keeps our focus on the future and inspires our community to continue building young people ready to succeed and serve.

Shore therefore fosters a learning community for its students and staff which promotes:

- Promotes a Christian understanding of the world and society in which we live
- Pursues and celebrates academic performance in a culture of learning and thinking
- Challenges all to be responsible citizens with an attitude of service to others
- Welcomes new experience and learning at all stages of life
- Lives according to the Christ-like virtues of humility, perseverance, courage and love of others
- Develops individual gifts and talents and cultivates the habits of successful team membership.



## Role Purpose

The Facilities Services Technician – Aquatic and Other Services is responsible for the maintenance and cleanliness of the RAI Grant Centre. Working closely with the RAI Grant Centre Coordinator, the Facilities Services Technician – Aquatic and Other Services is responsible for training, monitoring and motivating casual staff inclusive of lifeguards and other staff to ensure a high level of customer service, safety and compliance with best practice and legislative requirements.

## Role Responsibilities

### Facilities Management

- Oversee the maintenance and cleaning sub-contractors of the RAI Grant Centre and liaise with the RAI Grant Centre Co-Ordinator to ensure compliance with the specifications of the tender, relevant WHS legislation and agreed KPI's.
- Coordinate planned maintenance activities with various contractors and effectively communicate such processes with stakeholders.
- Oversee the operation and maintenance of all mechanical, purification, clarification and heating equipment at the Centre; the general cleanliness and maintenance of all facilities and equipment and the timely preparation of orders for consumables associated with these functions.
- Supervise the aquatic area and maintain excellence in water quality and liaise with the RAI Grant Centre Co-Ordinator to ensure they are in accordance with the appropriate Health Department regulations and industry guidelines.
- Ensure in conjunction with the RAI Grant Centre Coordinator, that facilities are operated, maintained and cleaned in accordance with relevant occupational health and safety requirements, and advise the RAI Grant Centre Coordinator of potential issues.
- Monitor and supervise the maintenance of accurate, up-to-date records for maintenance and cleaning.
- Prepare purchase orders in accordance with School policy and budget expenditure expectations.
- Assist in the management of security processes and responses where required.
- Facilitate staff training sessions for Emergency Evacuations.
- Ensure staff are trained and updated on the use and manual handling of chemicals and dangerous goods.
- Perform hazard and risk assessments and maintain a register to ensure we proactively identify and manage potential issues before they arise.
- Monitor the maintenance of accurate, up-to-date records for
  - Water quality
  - WHS and risk assessments
  - Accidents and incidents
  - Hazchem register
  - Dangerous goods manifest.
- Assist the RAI Grant Centre Coordinator in the drafting and ongoing monitoring of the annual budget for the maintenance and cleaning of Centre plant and equipment including FFE.
- Prepare progress reports on key performance indicators for the Centre.
- Assist in the preparation of capital works applications.



- Accurately forecast operational expenses on a monthly basis and highlight areas for improvement or concern.

## Work, Health and Safety

- Participate in formal and informal discussions, hazard inspections, risk assessments and risk controls.
- Report, record and assist in the investigation and documentation of accidents/incidents and near misses.
- Report and document hazards or WHS issues to the RAI Grant Centre Coordinator.
- Participate in any work group as required.
- Contribute to a safe working environment by adherence to the relevant Occupational Health and Safety Act, regulations and the School's work health and safety procedures.
- Participate in inspections and facilitate emergency training and drills required for the Centre.
- Ensure Royal Life Saving Guidelines for Safe Pool Operations are maintained to a high standard.
- Contribute to the effective protection of the Centre in accordance with the School's risk management policy and procedures.

## Working with stakeholders

- Ensure all systems and processes are best practice and relevant to create an outstanding customer centric culture at the Centre.
- Provide excellent customer service to all stakeholders.
- Ensure excellence in service standards are developed and monitored.
- Together with HR, assist with the induction and training of staff including casuals
- Develop and maintain positive working relationship with internal and external stakeholders.



## Selection Criteria

### Essential

#### Qualifications

- Certificate III in Aquatics and Pool Operations
- Royal Life Saving Pool Lifeguard certificate (or equivalent)
- Formal Tertiary qualification in facilities management
- Working with Children Check (WWCC)
- First Aid certification
- CPR Certification

#### Knowledge and skills

- Ability to lead, supervise and develop staff
- Highly developed oral and written communication skills and an ability to convey information to different audiences using a range of media
- Ability to gain co-operation from stakeholders to work co-operatively with colleagues and other Centre staff.
- Negotiation skills and problem resolution skills, particularly to apply to day-to-day management of stakeholders.

### Experience

#### Demonstrated Experience

- Experience in an aquatic operations role
- Facilities management experience in the sporting, fitness or leisure industry at a senior level
- Experience with service contract management, preparation and procurement
- Experience with maintaining major facilities and/or buildings

*The Facilities Technician may be required to work flexible hours; and may be required to attend meetings and functions as part of, or in addition to, normal working hours. Several duties and responsibilities will need to be performed at times other than during the school day or when students are in attendance.*



## Professional Development

Maintain own professional development in order to ensure safe and current practice by:

- Continually develop both personally and professionally to meet the changing needs of career and industry actively participate in the Performance Management process as required;
- Evaluate own performance to identify strengths and areas where professional growth can occur;
- Actively participate in relevant professional bodies; and
- Attendance at professional development activities organised at the School and relevant external agencies to increase knowledge, experience and skills held.

## Safeguarding Children and Young People

- Participate in Child Protection training and education as appropriate;
- Provide a welcoming and safe environment for children and young people;
- Promote the safety and wellbeing of children and young people to whom we provide services;
- Ensure that your interactions with children and young people are positive and safe;
- Provide adequate care and supervision of children and young people in your charge;
- Act as a positive role model for children and young people;
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management;
- Maintain valid 'working with children' documentation;
- Undergo periodic 'national criminal history record' checks;
- Report to management any criminal charges or convictions you receive during the course of your employment that may indicate a possible risk to children and young people.

## Work Health and Safety

Actively support and contribute to the maintenance and development of a safe working environment by:

- Identify and report incidents/hazards/injuries (and reacting appropriately to potential hazards);
- Participate in WHS training and education as appropriate;
- Engage with School policies and procedures around WHS

*It is important to note and recognise that no position description can completely capture the complexity of tasks required. Therefore, this position description should not be seen as limiting, as a school we acknowledge that there will be other tasks, not outlined above, that may be required from time-to-time.*

*All positions evolve and change over time, and the School commits to regularly review and update position descriptions to accurately reflect the contribution of employees.*