



Facilities Officer – Aquatics

Classification:	Fitness Industry Award Level 7		
Date Reviewed:	June 2024		
Department:	Operations	Reporting to:	Operations and Sustainability Coordinator
Approved by:	General Manager Operations – Aquatic and Leisure		

About South East Leisure

South East Leisure are a leisure management company based in the City of Greater Dandenong with a vision to enhance the health and wellbeing of our community by providing sustainable world class experiences.

We, at South East Leisure pride ourselves on being driven by our values:

CARE – We care about our people, our actions, and our outcomes

OPEN – We are honest, transparent, and respectful in our actions

FUN – We work hard, we have fun and celebrate our success

SUSTAINABLE – We provide commercially and environmentally sustainable outcomes

South East Leisure manage and operate the four major leisure facilities in the Greater Dandenong area:

- Dandenong Oasis
- Noble Park Aquatic Centre
- Springers Leisure Centre
- Dandenong Stadium

We are committed to building a team full of positive, hardworking, and adaptable superstars. In return for your passion and commitment, we will:

- Provide you with flexibility in your role - We are passionate about creating a healthy work life balance
- Encourage you to contribute to our social and environmental outcomes
- We are passionate about creating a positive social impact and are always exploring ways that we can implement environmentally sustainable improvements.
- We will always value and listen to your ideas into ways we can improve our programs, services and business.

About the role

The Facilities Officer is responsible for carrying out preventative and reactive maintenance across South East Leisure's aquatic venues. This role is vital in ensuring the venues remain safe, clean, organised, and fully



functional, supporting our mission to deliver high-quality leisure experiences. The Facilities Officer will work closely with contractors and the team to ensure smooth day to day operation of the venue.

Key Responsibilities and Specialist Skills

- Work across Dandenong Oasis and Noble Park Aquatic Centre
- Maintain a safe, clean, and presentable facility throughout the duration of maintenance work and upon its completion
- Carries out responsibilities with a focus on safety and risk management
- Complete maintenance duties in accordance with training and qualifications and safety standards
- Prioritize and address maintenance issues that pose immediate risks to staff or the public in a timely manner
- Provide a high standard of service to all customers, maintaining professionalism.
- Communicate effectively and actively contribute to the team's success
- Complete required checklists, inspections and reports thoroughly and on time
- Carry out cleaning duties as required to maintain facility hygiene
- Oversee the induction, management, and coordination of contractors and suppliers on site.
- Demonstrate a willingness to undertake additional training and qualifications as required
- Ensure equipment are safely used and does not pose a hazard to yourself and the public
- Stay informed about all communications to ensure you are aware of and understand company policies, procedures, and updates.
- Be available for on-call duties to attend to reactive maintenance and repairs, or to coordinate contractors when necessary
- Respond to breakdowns and attend facility as required for reactive maintenance
- Support preventative maintenance servicing schedule and identify additional maintenance needs
- Provide regular updates and maintenance status reports to the Operations and Sustainability Coordinator
- Work independently and as part of a team to complete tasks efficiently
- Operate, organise and store equipment in accordance with manufacturer guidelines and safety requirements
- Maintain up to date knowledge of Safety Data Sheets, handle and store chemicals properly
- Provide customer support and including offering first aid assistance if needed
- Build and maintain strong working relationship with stakeholders
- Perform other duties as required to support facility operations.

Qualifications and Experience

- Relevant trade qualifications to perform above duties and responsibilities
- 2+ years experience in a similar role
- HLTAID009 – Provide cardiopulmonary resuscitation. (CPR)
- HLTAID011 – Provide First Aid
- Current Working with Children Employee check
- Satisfactory National Police Check (funded by SEL)
- Working at Heights certification (highly desirable)



Organisational Relationship/Context

Reports to

Operations and Sustainability Coordinator

Major contacts

Internal Liaisons

- Leadership team
- Internal staff team

External Liaisons

- Preventative and reactive contractors
- Members and patrons
- User Groups

Equal Opportunity

We support the provision of a work environment that is free from harassment, discrimination and bullying and refrain from engagement in any activities that may be offensive, humiliating, uncomfortable for; or derogatory towards; other staff or the community.

Safeguarding Children and vulnerable adults Commitment

SEL wants children and vulnerable adults to be safe, feel safe, happy, and empowered; we take all reasonable steps to ensure candidates are appropriately screened and to employ skilled staff to work with children and vulnerable adults and have zero tolerance for all forms of harm.



PHYSICAL REQUIREMENTS OF POSITION

POSITION TITLE	Facilities Officer - Aquatics	DEPARTMENT	Operations
REPORTS TO	Operations and Sustainability Coordinator	DATE REVIEWED	6/9/2024

PHYSICAL REQUIREMENTS	Performed Frequently More than 2 hours per shift, or continually for 30 minutes.	Performed Sometimes Less than 2 hours per shift.	Rarely Performed Infrequent / ad-hoc
Keyboard duties			✓
Reading tasks		✓	
Writing tasks			✓
Sitting		✓	
Walking / Standing	✓		
Driving Car		✓	
Lifting / carrying (Light) < 10kg	✓		
Lifting / carrying (Heavy) > 10kg	✓		
Pushing / pulling (Light) < 10kg	✓		
Pushing / pulling (Heavy) > 10kg	✓		
Cutting (knife work)		✓	
Bending	✓		
Kneeling / squatting		✓	
Climbing (stairs, ladders, scaffold)		✓	
Exposure to hazardous substances / dangerous goods		✓	
Exposure to blood / bodily fluids / human waste			✓
Exposure to dust / dirt		✓	
Stress – difficult customers			✓
Stress – resolving conflict scenarios			✓
Stress – tight deadlines		✓	
Stress – other (specify)			✓
Exposure to noise > 85dB		✓	
Exposure to wet environment (including working in pool water)		✓	
Exposure to hot temperatures (up to 39°C)		✓	
Continuous concentration	✓		

MINIMUM PHYSICAL REQUIREMENTS	Yes	No
Ability to swim a minimum of 200 metres of a survival stroke		✓
Ability to team-lift a patient out of a pool during a rescue situation		✓
Ability to tow a patient for a minimum of 25 metres in a pool during a rescue situation		✓
Ability to perform Cardio Pulmonary Resuscitation (CPR) for an extended period of time	✓	
Sustained cardio-vascular training		✓

Declaration



**South East
Leisure**



Purpose

Creating active, connected communities.



Vision

Providing sustainable world class experiences that enhance the overall health and wellbeing of the community.

It is essential to disclose any pre-existing illnesses, injuries, or conditions that may affect their ability to meet these physical requirements before employment or as soon as they become aware of them.