

# Sapphire Aquatic Centre

## 2022Q011C Request for Quote – Manager Position



## Overview

Nestled in the heart of Central Queensland, the Central Highlands boasts strong communities, a diverse economy, pristine landscapes, expanding infrastructure and a climate that offers a great lifestyle. Watch now to view what a great community we have <https://www.youtube.com/watch?v=PA9-BfAFiAQ>

Central Highlands Regional Council is now inviting Expressions of Interest from interested parties for the management of the Sapphire Aquatic Centre.

Sapphire is a small rural locality situated in The Gemfields, Queensland's Central Highlands region which is home to some 35,000 people. The area is known for its popular gem fossicking, in particular the striking sapphire, which attracts tourists year-round.

The Sapphire Aquatic Centre is a popular spot for locals and tourists to cool off in the blistering Central Queensland summer heat. Housing a kids' wading pool and a 12.5m pool, this position would suit an individual or couple who are looking for a prominent position in a great community with a flexible work-life balance.

## Position Specifications

**Expected start date:** September 2022.

**Minimum requirements:** The manager must have an active ABN.

**Term:** 12 months with the option to renew for a further two years. Term renewal must be made in writing and signed by both parties otherwise it is not valid.

**Duties:** Outlined below - Operation of Aquatic Centre: Manager Obligations.

**Area(s) to be maintained:** Entirety of the Sapphire Aquatic Centre precinct.

**Hours:** Must be available at all times, either on-site or in close proximity to the venue.

Season runs from Early August to mid-April with operating hours of –

Monday: Closed

Tuesday- Friday: 3pm- 6pm

Saturday and Sunday: 11am – 5pm

\*These hours are subject to change by direction of Council.

Required duties will equate to a full-time position and possibly suit two people sharing duties.

### Application Process

Expressions of Interest open from 4<sup>th</sup> of August 2022 and close 25<sup>th</sup> August 2022 by C.O.B.

Applications reviewed by internal council panel.

Interviews to be held after closure of applications.

Successful Applicant to be notified.

\*Please contact Council to arrange a site visit

### Contact

Any enquires regarding the position please contact Emma Tierney, Acting Coordinator Sport and Recreation.

Email: [sportandrec@chrc.qld.gov.au](mailto:sportandrec@chrc.qld.gov.au)

Phone: 1300 242 686

## Facility Maps

### **Sapphire Aquatic Centre: 7 Flagon Ally, Sapphire**



## General Duties

1. Manage pool chemicals
2. Monitor pool plant operations
3. Perform lifeguard duties & ensure facility is adequately supervised at all times
4. Operate kiosk selling drinks and food to patrons.
5. Mowing and whipper snipping all areas of the facility
6. Maintain all garden beds including entrances.
7. Spraying and weeding.
8. Cleaning of amenities and buildings.
9. Carry out general maintenance of the facility.
10. Maintain furniture, fittings, fixtures and equipment in proper and functional repair, working order and condition.
11. Organise trade services and contractors for specialised maintenance in consultation with council. Ensure all employed workers and contractors are inducted and comply with council's workplace health and safety management systems and processes.
12. Ensure removal of rubbish and all other waste.
13. Maintain adequate supplies of hoses, toilet paper, soap, disinfectant and cleaning agents.
14. Pruning of trees within the complex
15. Liaise with relevant clubs and council staff in regard to use of the complex.

16. Available after hours

## Mandatory Requirements

1. Insurances (work cover, public risk policy, damage cover) for the duration of the agreement
2. Blue Card
3. Pool Lifeguard (council can arrange training for the right candidate)
4. Reporting to council on consumables, incident reporting, facility maintenance & facility use.
5. Drivers licence current for the duration of the agreement.
6. Good communication skills
7. Reliably available to open the pool

## Council Obligations

1. Will provide all cleaning agents and materials for the complex
2. Council will pay for electricity of the complex
3. Undertake structural repairs
4. Supply all water reasonably required for maintaining the complex
5. Supply all pool chemicals

*Please refer to example contract attached for full list of roles and responsibilities.  
Please note contract is subject to change.*

## EOI Response

**Contact Information:**

Full Name:	
ABN:	
Email:	
Phone Number:	
Current Address:	
Australian Citizen/Permanent Resident	
Drivers Licence: Please attach copy	

**Previous Experience (Attach Resume):**

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**Qualifications and or tickets (please attach):**

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**Requested Salary (inc GST)**

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**Please specify available commencement date:**

**Please provide two professional referees.**

Referees may be contacted at any point through the application process.

Name	Phone Number	Email	Organisation/ Position

**Please attach any other relevant and supporting documentation.**