

Position Description

Position Details			
Position title	Lifeguard/Pool Attendant	Position number	PD801
Group	Assets & Operations	Previous position numbers	N/A
Section	Parks, Aquatics & Recreation	Reports to	Aquatic and Leisure Facilities Coordinator
Area	Aquatics & Leisure Facilities	Evaluated / approved by	I Macfarlane
Team	N/A	Version number	August 2023
Position level code	6 (Line-level employee)		
Position statement	Assist in the day-to-day operation and supervision of Bega Valley Shire Council's pools.		

Position Specific Tasks and Activities		
Key area	Duties and responsibilities	Standards for achievement
Aquatic Facility operations	<ul style="list-style-type: none"> Undertake routine operations and maintenance of facilities, pool equipment, safety and security systems. Monitor water quality and temperature and correct or escalate to supervisor as required. Prepare, set-up and disassemble facility and pool activity equipment as directed. Cleaning of swimming pools, pool surrounds, facility and amenities. Secure the facility and pool/s when not in use and activate associated security systems. Process entry, program, memberships fees, kiosk and merchandise sales Complete operational documentation relevant to function Reconcile daily cash and stock management. 	<ul style="list-style-type: none"> Facility, pool equipment, safety and security systems are in a safe and operational condition or problems are escalated according to procedures. Water quality and temperature meet legislation/ specifications or are escalated appropriately Facility and pool activity equipment is set-up correctly, timely and stored correctly after use. Cleaning is conducted on a routine basis or as directed to a satisfactory and hygienic standard. Facility and pool/s are correctly secured, and security systems correctly activated. Fees and sales are correctly and accurately processed and recorded as per site procedures Documentation and records are accurate, timely and correctly stored or referred. Reconciliation and stock management is accurate and correct
Lifeguarding and emergency services	<ul style="list-style-type: none"> Perform lifeguard duties. Provide first aid as required. 	<ul style="list-style-type: none"> Lifeguard and first aid duties are conducted according to legislative requirements, industry standards, BVSC policies/ procedures, and scope of qualifications and training

General Position Requirements

Key area	Expected Behaviours
Leadership and management	<ul style="list-style-type: none"> You use influencing skills to achieve job and project outcomes where you do not have direct accountability for people or resources.
Risk management, Work Health and Safety	<ul style="list-style-type: none"> You work according to the BVSC procedures and principles for risk management (including WHS) appropriate to your position, as prescribed in our organisational procedures and according to legislative and regulatory requirements.
Equal employment opportunity	<ul style="list-style-type: none"> You work according to the BVSC procedures and principles of a positive and inclusive workplace environment, as prescribed in our organisational procedures and according to legislative and regulatory requirements.
Financial management	<ul style="list-style-type: none"> When required to purchase and procure supplies you use the correct organisational processes and procedures.

Our Values Commitment: PLaCE

We are committed to and believe

People matter Learning is important And we Can do Engaging the whole organisation	We care for our people and each other We learn and innovate We have a can do approach and focus on solutions and outcomes We engage and communicate clearly and consistently
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Behavioural Competencies

Value Description	Expected Behaviours
People matter	<ul style="list-style-type: none"> You conduct yourself in the workplace according to our PLaCE values. You show respect for all employees, acknowledging the importance of diversity in the workplace. You work safely and support your colleagues to also work safely. You work well with people who have different ideas, perspectives and backgrounds.
Learning is important	<ul style="list-style-type: none"> You attend all mandatory training and learning events. You seek to learn from your colleagues including looking for mentoring opportunities. You review your own performance and ask for feedback to learn and improve. You look for and suggest better ways of doing things in the workplace. You actively participate in team meetings.
Can do	<ul style="list-style-type: none"> You take pride in your own work and that of your team members. You understand who your stakeholders are and why they matter. You are willing to go the extra mile for stakeholders and act upon their feedback.
Engaging the whole organisation is important	<ul style="list-style-type: none"> You understand our organisation's goals and how your job fits into the wider Council picture. You always speak in positive terms when referring to your area, other teams and our organisation. (Your behaviour remains 'above the line'.)

Knowledge, Skills and Qualifications

Selection criteria – skills and experience

- Work in a manner consistent with BVSC organisational values and associated behaviours.
- Well-developed communication skills including the ability to liaise effectively with customers.
- Demonstrated knowledge of pool testing and correctional procedures.
- Demonstrated experience in the safe use, operation, cleaning and maintenance of facility and pool equipment.
- Appropriate level of physical fitness to carry out the duties required.
- Ability to provide appropriate first aid assistance to customers in an aquatic facility environment .
- Minimum 6 months experience as a pool lifeguard or in the aquatic industry (indicative).
- Additional skills, knowledge and qualifications that may be applicable to this position, such as qualifications or certificates in administration, pool lifeguard, learn to swim, children services, fitness, barista, food handling or other specialist training or work experience.

Selection criteria – qualifications and licences

- Pool Lifeguard Certificate (SISSS00111)
- Current RLSNSW Pool Lifeguard Licence or ability to obtain.
- HLTAID011 - Provide First Aid or equivalent (Unit of Competency)
- NSW Working with Children check.
- Current Class C Drivers Licence

Conditions of Employment

Status	Casual	Hours per weeks	Variable
Award classification	Band: 1	Level: 3	Award Local Government (State) Award 2023
BVSC grade	1		
Pattern of work	Variable		
Special requirements	<input checked="" type="checkbox"/> Weekend Work <input checked="" type="checkbox"/> Evening Work <input checked="" type="checkbox"/> Public Holiday Work <input type="checkbox"/> Participation in on call roster <input type="checkbox"/> Other: Enter details of any other special requirements of this position.		

Delegations

Staff	Number of direct report positions: 0	Staff span of control: 0
Budgetary	\$Nil	
Purchasing	Purchase Card Entitlement <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Purchase card limit: \$N/A	
Statutory	As per BVSC Register of Delegations	
Security	Access to Sapphire Aquatic Centre & Outdoor Seasonal Pools 24 hours/Day, 7 days/week.	

Benefits

Motor vehicle	Not applicable		
Information technology	<input checked="" type="checkbox"/> Workstation PC <input checked="" type="checkbox"/> Laptop <input type="checkbox"/> Tablet <input type="checkbox"/> Tablet <input type="checkbox"/> Camera <input type="checkbox"/> Other: BVSC email address		
Telecommunications	<input checked="" type="checkbox"/> Desk Phone <input type="checkbox"/> Mobile Phone <input type="checkbox"/> Wi-Fi Dongle <input type="checkbox"/> Other: Click here to enter text.		
Workwear	<input type="checkbox"/> Corporate uniform <input checked="" type="checkbox"/> Outdoor uniform <input type="checkbox"/> Not applicable <input checked="" type="checkbox"/> Personal Protective Equipment: Sun protection, BVSC Aquatic & Leisure Uniform		

Model Job Demands Checklist

Please ensure this checklist should be completed in conjunction with People and Governance Team.

Job title: Lifeguard/Pool Attendant		
PD Number(s)	PD801	
Completed by	Name: Nicholas Hoynes	Date: 25/05/2022
Administration		Notes
Computer Use (including hand held tablet) <i>generic screen based</i>	Yes	
Sitting at desk	Minimal Likelihood	
Standing for long periods <i>if yes, please indicate length in hours</i>	Yes	Lifeguarding requires staff to stand for extended periods.
Manual Handling		Notes
Light lifting/Carrying (0-9kg)	Yes	
Moderate Lifting/Carrying (10-15kg)	Yes	
Heavy Lifting/Carrying (16kg and above)	Yes	Pool rescues and emergency responses.
Climbing	Minimal Likelihood	
Bending	Yes	
Kneeling/Squatting	Yes	
Reaching	Yes	
Sequential/Repetitive movements in short period of time <i>is the ability to carry out a repetitive action doing the same thing over and over again</i>	Yes	Performing cleaning, maintenance and operational tasks, emergency response and first aid.
Manual dexterity/manipulation <i>is the ability to make coordinated hand and finger movements to grasp and manipulate objects. It can include muscular, skeletal and neurological functions to produce small, precise movements</i>	Yes	Performing cleaning, maintenance and operational tasks, emergency response and first aid.

Work Environment		Notes
Works in isolation from other staff <i>remote supervision</i>	Yes	Seasonal and low patronage pools requiring only one staff member.
Walking <i>including distance eg job sites</i>	Yes	
Walking/running up and down steep slopes	Minimal Likelihood	
Walking whilst pushing/pulling object	Yes	Move pool covers, vacuums, bins, ect.
Works outdoors <i>majority of work is outdoors</i>	Yes	<i>Note - If yes, a functional assessment may form part of the pre-employment medical</i>
Works in a customer service environment	Yes	
Confined spaces	No	<i>Note - If yes, this must also form part of position description</i>
Requirement to wear personal protective equipment (ppe)	Yes	Sun protection, cleaning tasks, first aid and chemical handling required.
Working at heights <i>if yes this must also form part of position description</i>	No	
Task Involving		Notes
Exposure to chemicals <i>fuels, chlorine, insecticides</i>	Yes	Pool and cleaning.
Exposure to biological hazards <i>animal products, live animals, biohazard</i>	Yes	Cleaning of change rooms and pools, provide first aid and emergency response and may lead to contact with bodily fluids / animal waste.
Exposure to excessive noise <i>work related exposure level of 85 decibels over an eight-hour period or peak noise levels of greater than 140 decibels at any time during the day</i>	No	<i>Note - If yes, a baseline hearing test may form part of the pre-employment medical</i>
Exposure to airborne odours and particles <i>means a contaminant in the form of a fume, mist, gas, vapour or dust</i>	Minimal Likelihood	<i>Note - If yes, a baseline spirometry test may form part of the pre-employment medical. There is an exposure standard in the Safe Work Australia's "Workplace Exposure Standards for Airborne Contaminants"</i>
Exposure to sunlight <i>work related exposure to UV radiation for more than 20 mins at a time or two hours or more during the day between the hours 10am to 3 pm</i>	Yes	<i>Note - If yes, a baseline skin screening test may form part of the pre-employment medical</i>
Exposure to some infectious diseases	Yes	
Vision		Notes
Vision <i>Ability to identify safety critical colours</i>	Yes	Supervision of pool patrons, safety signage and chemical identification required.

Vehicle/Plant/Equipment		Notes
Vehicle Travel <i>travel to/from job site, this could include sitting for periods of time in a vehicle</i>	No	<i>Note- This could include sitting for periods of time in a vehicle and/or operating plant/equipment</i>
Plant/Equipment and or vehicle operation	No	<i>Note- This could include sitting for periods of time in a vehicle and/or operating plant/equipment</i>
Cyclic Workload		Notes
Peaks and Troughs	Yes	
Frequent overtime	No	
Rostered shift work	Yes	
Psychological Demands		Notes
High turnover of work	No	
Tasks involving interacting with distressed people	Yes	
Immunisations		Notes
COVID-19	Yes	<i>Note - Recommended that incumbent has received two doses of a COVID-19 vaccination due to nature of role and the need to provide services to members of the public.</i>
Hepatitis A & B	Yes	<i>Note - Please refer to immunisation procedure 6.05.3</i>
Measles, Mumps, Rubella, Pertussis and Varicella	Minimal Likelihood	<i>Note - Please refer to immunisation procedure 6.05.3</i>
Tetanus	Yes	<i>Note - Please refer to immunisation procedure 6.05.3</i>

Privacy Disclaimer

Council acknowledges the implications when an individual discloses (or does not disclose) his or her medical record to a third party; therefore, will only request such information for reasons relating Workplace Health and Safety. Additionally - Council will clearly articulate the specific reasons for any medical information required, enabling all relevant parties to make an informed decision regarding the release of confidential information. All records obtained by Council in association with this consent form will be managed according to the *Privacy and Personal Information Protection (PPIP) Act 1998*, the *Health Records and Information Privacy Act 2002*, as well as Council's Records Management Policy and Privacy Management Plan.