
Lifeguard

Position description

October 2019





Northern Grampians Shire Council
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Position description

Position title	Lifeguard
Classification	Band 1
Department	Communities

Our organisation

Northern Grampians Shire Council values community spirit, innovation and collaboration. We have implemented Activity Based Working, operate on Google platform, and where possible we are upgrading our systems to be cloud-based. This improves efficiency and equips our employees to undertake their roles effectively whether they are working in the office or out in the community.

Position objectives

This position is responsible for working as part of a committed team to deliver a high quality, safe customer focused service to the patrons of Stawell Sports and Aquatic Complex and St Arnaud Outdoor Pool facilities.

Key responsibility areas

- Undertake supervision of pool patrons and user groups to ensure water safety in accordance with centre policies and procedures, Royal Life Saving Society Australia (RLSSA) guidelines for safe pool operation and industry standards and practices
- maintain and ensure safety standards are met in the aquatic environment at all times including:
 - regularly perform a supervisor circuit of the pool deck
 - operate the water slide and other water play equipment
- ensure that the highest standards of cleanliness and hygiene are maintained including:
 - ensure loose rubbish is constantly cleared from the pool areas
 - ensure the pool deck, change rooms and toilet facilities are left in a safe and hygienic manner
 - undertake centre housekeeping duties as required
 - maintain equipment as outlined in care instructions on a continual basis
- ensure accurate recording and reporting of all OHS incidents and customer complaints
- ensure the behaviour of all customers is conducive to the provision of a safe and enjoyable leisure experience
- undertake maintenance of the water facilities including water testing
- perform, as directed, other duties that are within the limits of the incumbents' skill, competence and training.

Corporate responsibilities

All staff will:

- ensure that Council's Code of Conduct is adhered to at all times
- adhere to Council's OH&S, risk management, equal opportunity and risk management policies, procedures and work practices as well as act in accordance with the Charter of Human Rights.
- ensure that information about the activities and direction of the role are communicated to managers and staff within the organisation
- ensure all organisational reporting, Council and management meeting requirements are completed accurately and on time
- ensure Council's document management and customer-tracking systems are utilised and correspondence is actioned within required time frames

Organisational relationship

Reports to	Team Leader Sports and Aquatics
Manages	n/a
External relationships	General public, user groups, sporting associations, schools, subcontractors

Accountability and extent of authority

Directly accountable to the Duty Manager and tasks should be carried out with due regard to Council's policies and good public relations

Judgement and decision making

- work is clearly defined with established procedures well understood or clearly documented
- Ability to request patrons to leave the facility if they are acting in an inappropriate or dangerous manner
- Guidance and advice is always available from the appointed Duty Manager and/or Team Leader Sports and Aquatics.

Specialist skills and knowledge

- Sound knowledge of pool supervision, water safety, water education, first aid, resuscitation and rescue techniques and public safety requirements
- overall knowledge and appreciation of codes of practice, legislative requirements and health safety regulations relating to the operations of an aquatic facility
- proficiency in the application of water treatment
- commitment and ability to deliver quality customer service

Management skills

- understanding of the principles of Occupational Health & Safety as they relate to the workplace
- ability to assist other staff, where necessary, to ensure the smooth operation of the centre

Interpersonal skills

- excellent verbal communication skills to effectively communicate with members of the public, staff and contractors.
- ability to work positively as a member of a team

Qualifications and experience

- RLSSA Bronze Medallion
- Current Pool Lifeguard qualifications
- Australian Resuscitation Council (ARC) recognised resuscitation certification
- current Level 2 first aid certification

Selection criteria

1. Relevant qualifications as specified above.
2. Sound knowledge of pool supervision, water safety, water education, first aid, resuscitation and rescue techniques and public safety requirements
3. Ability to implement the highest standards of supervision and safety
4. Excellent communication skills

Conditions of employment

Conditions of employment are in accordance with the Northern Grampians Shire Council Enterprise Agreement Number 8 – 2018 and Northern Grampians Shire Council policies and procedures.

Tenure - Casual with capability to work on a roster including early starts and weekends

Medical examination - Some appointments may be required to undertake a satisfactory pre-employment medical examination at Council's expense.

Working with Children Check - The incumbent must hold a current Working with Children Check.

Police Check - All appointments are subject to a satisfactory National Police Record Check.

Position subject to a current national police check to be updated every three years and assessed as suitable to work in leisure.

Competency requirements - This position will be required to maintain the following competencies:

- RLSSA Bronze Medallion
- current Pool Lifeguard qualifications
- Australian Resuscitation Council (ARC) recognised resuscitation certification
- current Level 2 (senior) first aid certification
- Austswim Certification (desirable)

Workcover arrangements - As a condition of appointment to this position, the appointee must disclose pre-existing illnesses or injuries prior to employment and may be required to undertake a medical examination with a Registered Medical Doctor; failure to do this may remove the appointee’s entitlement to any future Workcover compensation.

Document review

Date Approved/reviewed	October 2019
Prepared by	Manager People and Culture
Approved by	Director Communities