

POSITION DESCRIPTION

POOL LIFEGUARD

Position Description

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| Directorate: | Infrastructure Delivery |
| Reports to: | Narrabri Aquatic Centre/Boggabri Pool/Wee Waa Pool Team Leader |
| Position Number: | AC5 |
| Classification: | Grade 1 in Council's salary system |
| Location: | Narrabri Shire |
| Award: | Local Government (State) Award |

This document describes the key responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document. All staff are expected to demonstrate behaviours that align with Narrabri Shire Council core values, Code of Conduct and Equal Employment Opportunity Principles.

Position Objective

The objective of the position is to support the Aquatic Centre Coordinator and Team Leaders in the safe and efficient operation of Council Swimming Pools through supervising pool patrons, maintaining amenities to a high standard, preventative maintenance of plant and equipment and ensuring water quality standards are met.

Key Responsibilities

Operational

- Provide and promote excellent customer service.
- Supervise pool patrons to ensure safe and enjoyable use of the facilities.
- Read and apply Council's adopted Swimming Pool Operations Manual.
- Read and apply the NSW Government Practice Note 15 – Water Safety and the Royal Life Saving Society - Guidelines for Safe Pool Operations.
- Perform lifeguard, rescue and first aid duties as required.
- Assist with the monitoring and maintenance of all swimming pool plant and equipment.
- Perform cleaning and maintenance duties to present facilities to a high standard including gardens, pool grounds and amenities.
- Undertake kiosk duties and comply with safe food handling requirements.
- Undertake front counter activities including cash handling and banking duties as directed.
- Assist with development and participate in the delivery of aquatic activities and programs.

General

- Comply with Council's Corporate Values, policies and procedures.
- In accordance with the Workplace Health and Safety Act employees must, while at work take reasonable care for their own health and safety; take reasonable care for the health and safety of others and comply with any reasonable instruction from Council.
- Employees may be required to participate in the on-call roster, weekend work, reasonable overtime and disaster and emergency situations when required.
- Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with the applicable band and level within the Award, in any area of Council.

Reporting Relationships

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| Direct Reports | Nil |
| Indirect Reports | Nil |

Compliance Training and Licence Requirements

This position needs to be able to attain and uphold the following licences/accreditations:

- Current NSW Working With Children Check.
- Pool Lifeguard Skill Set (SISSS00111), which includes:
 - HLTAID003 Provide first aid.
 - PUAEME001B Provide emergency care.
 - PUAEME003C Administer oxygen in an emergency situation.
 - SISCAQU002 Perform basic water rescues.
 - SISCAQU006 Supervise clients in aquatic locations.
 - SISCAQU007 Perform advanced water rescues.

Authority and Delegations

Authority and delegations applicable to this position are laid out in Council Policies and Delegations Register, which are updated from time to time. Refer to these controlled documents for accurate and specific information.

Selection Criteria

Essential

- Demonstrated ability to supervise members of the public within a public swimming pool environment.
- Demonstrated ability to work under minimal supervision and as part of a team.
- Strong communication skills, including effective interpersonal and conflict resolution skills.
- Demonstrated computer, cash handling and administration skills.
- Demonstrated ability to perform mathematical calculations and interpret data to maintain water quality.

Desirable

- Experience in monitoring and maintaining pool plant and equipment.

Document Review Date

October 2019

I hereby agree that this role statement accurately reflects work requirements.

Authorisation

EMHR:

Director:

General Manager:

Employee:

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| | | |

Name

Signature

Date (dd/mm/yyyy)