

Pool Lifeguard

Incumbent	TBA							
Department	Environment & Planning							
Main Purpose of the Role	To effectively manage the day to day operations of Council's aquatic centres. To contribute to the promotion and marketing of the centre to the wider community. To promote the image of Council as being caring, courteous and efficient.							
Reports to	Manager Waste & Facilities							
Staff Supervised	Nil.							
Hours of Work	Casual – 2025/2026 Pool Season							
Salary	Grade	6	Band	1	Level	3	Step	E
Last Reviewed	August 2023							

Part 1 – Operational Duties

- Maintains a sound knowledge of current legislation, standards, policies and guidelines relevant to area of responsibility
- Maintains regular communication with Aquatic Centre customers and special interest groups to develop effective Aquatic Centre services and activities
- Ensures that constant supervision of pool activities is maintained to ensure customer safety and the appropriate use of facilities
- Undertake lifeguard and general maintenance/labouring duties. General maintenance works include cleaning, plant care, etc.
- Monitors public liability risks and reports risks and other safety concerns to the Manager Waste & Facilities
- Ensures all appropriate actions are taken to implement Council's Work Health and Safety (WHS) System and relevant WHS legislative requirements within area of responsibility
- Informs Aquatic Centre customers of rules concerning dress, required standards of behaviour and use of facilities, and enforces rules in accordance with relevant policies or legislation
- Ensures that all facilities and equipment at the Aquatic Centre are properly maintained, are in a clean and tidy state and conform to relevant safety standards and guidelines
- Maintain a strong customer focus throughout all duties
- Monitors the condition of equipment and facilities and makes recommendations to the Manager Waste & Facilities regarding maintenance and repairs, or replacement of equipment
- Operates pool cleaning equipment and filtration systems and applies chemicals in prescribed amounts to maintain water quality to a standard that meets public health requirements and customer expectations
- Monitors pool water quality and chemical levels by performing manual water tests and recording test results in accordance with relevant public health legislation and guidelines
- Reports all incidences of water quality failures immediately to the Manager Waste & Facilities or other appropriate officer
- Collect takings, and balances and delivers takings to Council's cashier on a daily basis during administration office opening hours
- Takes bookings for Pool users groups and ensures lifeguard
- Maintains first aid kit(s) and resuscitation equipment at the Aquatic Centre and applies emergency first aid when required
- Coordinates and monitors the issue of Aquatic Centre equipment such as toys, flippers, sporting equipment and similar items
- Operates a variety of equipment, including pool filter and pumping equipment, backwash and chemical dosing equipment, pool vacuum, etc.

Authority and Accountability

- Decisions are either guided by practices, procedures and precedent or made in consultation with the immediate supervisor
- Decisions made by the job holder affect the work and activities of others within the section, work group or team
- Some planning is required since activities and resources need to be co-coordinated.

Judgement and Problem Solving

- Problems are solved by applying standards, established practices and procedures, or operating instructions
- The job holder is required to make judgments and interpretations based on analysis of information and straightforward situations. He or she will improve and develop methods and techniques.

Interpersonal Skills

- This job requires written communication skills, which enable the job holder to write standard reports following prescribed formats
- Responsible for frequent co-ordination of and communication with other workers to gain co-operation for work production or service quality
- This job requires high-level verbal communication skills, which enable the job holder to:
 - Exchange/explain information
 - Explain situations
 - Participate in meetings/group discussions
 - Supervise Pool users of all ages.

Essential Criteria for Appointment

- Demonstrated experience in the area of lifeguarding at an aquatic centre or current training or willing to participate in training in this area
- Demonstrated self-management skills and personal initiative including effective time management and organisational skills
- Effective communication skills with the ability to liaise with a diverse range of people
- Effective negotiation and persuasive skills with the ability to resolve disputes with staff and the public
- Current NSW Working With Children Check
- Class “C” Driver’s Licence
- Confidence with cash handling and cash reconciliations when required
- Has a current or willing to undertake the following:
 - NSW Royal Life Saving Pool Lifeguard Certificate
 - Senior First Aid Certificate
 - Advanced Resuscitation Certificate.

Part 4 – RWHS Responsibilities Accountabilities and Authorities

The following responsibilities, accountabilities and authorities set out hereunder form part of your job description.

RWHS Responsibilities

- Work with due care and consideration to safeguard your own health and safety and the health and safety of others, and to report any potential hazards, mishaps, incidents or injuries that may occur or become aware of during the course of work to your Supervisor
- Comply with all safe work practices and procedures set in place by Management (following consultation with relevant employees) and to observe all instructions issued to protect your health and safety or the health and safety of others
- Only undertake tasks that you have been appropriately trained in, and are qualified and competent to undertake in accordance with SafeWork NSW and other requirements
- Work towards achieving set RWHS targets and target completion times
- Support Rehabilitation in the workplace
- Cooperate with Council in the fulfilment of obligations placed upon Council in accordance with the current Work Health and Safety Act and Regulations
- Participate in workplace RWHS inspections
- Be vigilant and report risks that may affect persons outside Council i.e. members of the public, visitors, etc. Such risks may be due to deterioration in roads, footpaths, parks, drains and other infrastructure
- Ensure any RWHS Records are created and maintained in accordance with Council's policies and procedures
- Assist Management and/or trained staff in conducting RWHS Risk Assessments and in the implementation of control measures.

RWHS Accountabilities

- Following all Council Safe Work Practices and Procedures
- Reporting all incidents, accidents and injuries prior to completion of work on the day
- Participating in Team meetings
- Complying with all externally issued safety and health instructions issued by SafeWork NSW and government Agencies
- Attending all compulsory and relevant training.

RWHS Authorities

- To fix any problems/hazards within your scope of responsibility and financial delegation
- To immediately report any problem/hazards outside of your scope of responsibility or financial delegation to your Manager, Supervisor or Team Leader for immediate action.

Critical Physical Factors

The following Critical Physical Factors are an indication of the types of duties expected of an employee fulfilling this role. Employees and candidates should be aware that they may be required to perform tasks up to and including these Critical Physical Factors as an inherent requirement of their employment:

- Ability to lift 15kgs floor to shoulder height occasionally
- Ability to squat and kneel on one or both knees for regular periods of up to 10 minutes and to crawl to access confined spaces
- Capacity to maintain fine hand use during periods of sustained computer use
- Capacity to sit for sustained periods
- Ability to climb ladders frequently
- Ability to walk on both even and uneven ground.

Work Environment

- Dealing with the public
- Communicate frequently in person, by phone or radio
- Occasionally operating office equipment including computer and photocopier

Work Hazards

- Working in wet, slippery conditions.

Special Conditions of Employment

- A **'Working with Children Check'** is required for this position. Checks must not be undertaken by the preferred candidate prior to formal appointment to this position.
- This position has been identified as **'child related employment'** under the Commission for Children and Young People Act 1998. Relevant criminal history and apprehended violence order checks, structured referee reports and prior employment checks, including relevant disciplinary proceedings will be conducted on recommended applicants.
- **It is an offence under the NSW Child Protection (Prohibited Employment) Act 1998 for a person convicted of a serious sex offence to apply for this position.** As an applicant for a child-related employment position, you will be required to make a disclosure as to whether you are a prohibited person, that is, someone who has been convicted of a serious sex offence.

Additional Duties

Nil.