



Position Description

Position Title	Lifeguard
Position No.	10010
Division	Infrastructure & Economy
Department	Aquatic Centre
Reports to	Aquatic Centre Team Leader
Current Status	Casual
Band/Level	1/3
Grade	5
Step	Entry Level to Step 4 (Trainee Band Wages apply to employees up to and including 18 years of age as per Local Government (State) Award)
Last Reviewed	October 2022
Conditions of Employment	The employee will work according to conditions provided under the <i>Local Government (State) Award</i> as varied from time to time, and the Council Policies/Systems including, but not restricted to: * Council's Salary Administration System * Council's Code of Conduct * Equal Employment Opportunity * Equity & Access to Training * Performance Appraisal
Work Health and Safety (WHS)	The employee who occupies this position must abide by Council's WHS policies and procedures as described in Council's WHS Manual. The employee must participate in the completion of relevant WHS documentation and take all reasonable and practicable steps for their own health and safety and of others affected by their actions at work.

Position Summary

This position is responsible for the overall supervision of patrons using the Aquatic Centre, and making sure that the centre maintains a high level of safety and care for the community.

The lifeguard role is also responsible for making sure the centre is well maintained, clean and tidy and aesthetically pleasing.

Specific Duties and Responsibilities

- Maintain constant supervision of patrons using the facility in line with the Royal Life Saving Keep Watch at Public Pools initiative as well as the Guidelines for safe pool operation, ensuring that all people under the age of 5 are in arms reach of a parent or guardian at all times.
- Carry out all duties in accordance with the Centre's Operations Manual.
- Understand and be able to implement the centre's Emergency Action Plan when in emergency situations including giving first aid where needed.
- Be responsible for the maintenance of equipment, cleanliness of storage areas, amenities as well as setting up and packing away equipment when required.
- Promote the positive and collaborative culture and values of the Aquatic Centre and Council organisation. Ensuring ethical and professional behaviour at all times.
- Maintain awareness of all the centre's activities and procedures, and provide this information to customers when requested.
- Monitor the behaviour of patrons and follow the centre's procedures for addressing disrespectful, dangerous, violent and inappropriate behaviours.
- Ensure that assistance (including first aid) is rendered to any person/s that appears to be in difficulty or has sustained an injury.
- Ensure that the centre manager or Duty Manager is kept fully abreast of any incidences or notable occurrences on your shift.
- Act as a learn to swim teacher when required if qualifications allow
- Ability to work flexible hours including weekends and public holidays when required.
- Ability to work in hot, humid conditions with noises levels medium to loud
- Ability to work in a standing position for lengthy periods of time
- Developed interpersonal and customer service skills
- Demonstrated ability to work in team environment

Core Duties and Responsibilities

Following is a list of duties and responsibilities that are required in this position, as well as other positions within the organisation;

- Processing Customer Enquiries
 - Receive customer enquiries in a courteous and efficient manner
 - Research, assess and respond to customer enquiry within an appropriate timeframe

- Operate Computer in the completion of routine tasks;
 - Utilise personal computer to create, modify and complete documents, using various computer programs.
- Complete Time Sheets / Leave Applications
 - Complete Time Sheets
 - Complete Leave Forms
- Work Health and Safety Responsibilities
 - Comply with all work health and safety legislation and promote safe work practices.
 - Present for work in a fit state (not under the influence of drugs or alcohol)
 - Not undertake any task / activity for which you have not been trained, inducted or deemed competent to do
 - Report all hazards, near misses, injuries, incidents to their immediate supervisor immediately
 - Not through act or omission create an unsafe workplace or environment
 - Ensure adherence to developed SWMS/RA, SOP's, Procedures
 - Assist in the development of specific SWMS/RA where identified and required
 - Follow all necessary instruction, training, information and supervision to enable works to be undertaken safely
 - Advise immediate/relevant supervisor of any hazard or risk outside area of control or delegation
 - Assist in the investigation of all injuries and incidents
 - Ensure the safe and correct use/application of plant, equipment and PPEC
 - Commitment to Council's Injury Management Procedure
 - Maintain good site housekeeping at work location
 - Contribute to continual improvement of workplace risk control processes
- Record Keeping Responsibilities
 - The incumbent is to undertake responsible and accountable practices for keeping full and accurate records and information for all corporate activities and decisions.
 - Report all incidents and hazards at the Aquatic Centre in line with the statutory reporting requirements.
 - Organise and complete daily work activities.
 - Document all incident and accidents involving customers and/or staff.

Supervisory Responsibilities

Nil Supervisory responsibilities of staff.

Signatures

I agree to the requirements of this Position Description.

Employee

Date

Supervisor

Date

Selection Criteria

Essential

- Current Senior First Aid Certificate
- Current Pool Lifeguard Certificate
- Current Working with Children Check (if over 18)
- Demonstrated commitment to WHS procedures
- Demonstrated commitment to the principles of integrity and honesty

Desirable

- Bronze Medallion
- Class C Drivers Licence
- Aqua Aerobics Certification
- Certificate III in Fitness
- Austswim Learn to Swim Course qualifications
- Certificate III in Aquatics (SIS30110)
- Chemical Handling course
- Previous experience working in a public pool