

Pool Lifeguard

Incumbent Vacant

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 Temporary

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| Salary | Grade | 6 | Band | 1 | Level | 4 | Step | E |
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Last Reviewed August 2017

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 Working With Children Check
- Class "C" driver's licence.
- Confidence with cash handling and cash reconciliations when required

Holds a current or willing to obtain:

- Pool Lifeguard Certificate
- Senior First Aid Certificate
- Advanced Resuscitation Certificate.

Part 4 – WHS & R Responsibilities Accountabilities and Authorities

If you are responsible, either permanently or in an acting capacity for the supervision of other employees, the following responsibilities, authorities and accountabilities set out hereunder form part of your position description in addition to those of employees.

WHS & R Responsibilities

- Set a high standard and provide leadership that progresses Council's Work Health Safety program to achieve its stated objectives by encouraging the involvement of all people in achieving a safe and healthy workplace
- Participate in training for site specific needs
- Achieve set occupational health and safety objectives to ensure compliance with the relevant health and safety legislation and standards
- Ensure all plant, equipment and/or procedures used in the conduct of work are regularly inspected and tested and report all issues to the manager if necessary
- Keep informed of health, safety and rehabilitation matters
- Ensure corrective action is taken to control workplace hazards
- Investigate all accidents and incidents in accordance with Council's procedures and take appropriate action
- Assess risk associated with an identified hazard and ensure appropriate controls are implemented to eliminate or reduce the risks. Report all issues to the Manager

WHS & R Accountabilities

- Implementing, monitoring and maintaining the Council's WHS&R program
- Implementing corrective action to control workplace hazards.

WHS & R Authorities

- 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
- Take such actions as required to ensure Council's WHS Management systems are followed and are part of the continuous improvement process.

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.

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.



Greater Hume Shire

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Pool Lifeguards - Temporary appointment for 2017/2018 Pool Season

An exciting opportunity exists for suitably qualified and experienced pool lifeguards to work at any of the Greater Hume Shire Council Pools at Jindera, Walla Walla, Culcairn, Holbrook and Henty on a casual basis for the 2017/2018 pool season.

If you have successfully completed accredited training as a pool lifeguard, or if you are willing to undertake relevant training at Council's expense, then we want to talk to you.

Attractive employment conditions such as generous salary rates and pleasant working surrounds are available for successful applicants. All applicants will be required to have a current Working With Children check. Applications close 5pm **Friday, 8 September 2017** and must be submitted to jobs@greaterhume.nsw.gov.au.

The Application Guidelines and Position Description for this vacancy can be obtained from Council's website www.greaterhume.nsw.gov.au. Persons requiring further information can contact Andrew Shaw, Waste and Facilities Manager
T: (02) 6044 8926.

Greater Hume Shire is committed to providing a workplace that is free from discrimination and harassment and provides equal employment opportunities for current and prospective employees.

www.greaterhume.nsw.gov.au