

POSITION DESCRIPTION



POSITION TITLE:	Pool Lifeguard
DEPARTMENT:	Community Development
POSITION HOLDER:	Vacant
REPORTS TO:	Senior Pool Lifeguard
TERM OF EMPLOYMENT:	Casual
APPROVED BY:	Director Community Development
DATE:	July 2024
CLASSIFICATION:	Band 2 in accordance with the Buloke Shire Council Enterprise Agreement

POSITION OBJECTIVE:

Pool Lifeguards are responsible for supervising the safety of patrons in outdoor pool areas as well as identifying and responding to potential risks and taking appropriate action to reduce those risks.

The objective of this position is to ensure that the operation of Buloke Shire Council's outdoor pools is of the highest quality, in order to provide a safe and enjoyable aquatic experience.

KEY RESPONSIBILITIES AND DUTIES:

- Create rapport with all pool visitors and user groups including school and community groups by demonstrating appropriate responses to their needs and expectations through the provision of excellent customer service.
- Carry out administrative duties including, but not limited to, recording of attendance, completion of incident reports, recording of water quality test results and completion of daily checklist.
- Open and close outdoor pool facilities as per procedures made available within the Swimming Pool Operational Manual.
- Ensure cleanliness of outdoor pool facilities through completion of site maintenance, including but not limited to pool vacuuming, sweeping, and cleaning of staff kiosk and ablution blocks.
- In consultation with the Aquatics Officer and Senior Pool Lifeguard, complete regular risk inspections and hazard identification to ensure a safe outdoor pool environment.
- Safely handle pool chemicals in accordance with instructions provided through chemical training and procedures using Personal Protective Equipment (PPE) at all times.
- Undertake the setup and pack up of equipment utilised in the delivery of pool programs and services.
- Assist in water rescues as required under the instructions of the Senior Pool Lifeguard/s.
- Attend mandatory training as arranged by the Aquatics Officer.

ORGANISATIONAL ENVIRONMENT:

Reports to:	Senior Pool Lifeguard
Directly Supervises:	Nil
Internal Liaisons:	Buloke Shire Council staff
External Liaisons:	Pool visitors and user groups including schools and community groups

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ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Accountable to perform broad tasks associated with daily supervision of Council's outdoor pools utilising developed skills and experience.
- Operate under Council's Swimming Pool Operational Manual and standard operating procedures, under the supervision of the Senior Pool Lifeguard and/or Aquatics Officer.
- Responsible for assuring the quality of all work performed at all times.

SPECIALIST SKILLS AND KNOWLEDGE:

- Good verbal and written skills to enable clear and confident communication with pool visitors, user groups and other Council staff.
- Ability to prioritise daily routine functions to coordinate with specific allocated tasks.
- Knowledge of ability to apply emergency first aid techniques, including CPR resuscitation.
- Good physical fitness

QUALIFICATIONS AND EXPERIENCE:

- Current Pool Lifeguard Award
- Level 2 First Aid Certificate (incl. CPR Qualification)
- Chemical Handling Certificate
- Satisfactory National Criminal History Check
- Current Working with Children Check (*Employees under the age of 18 are exempt from requiring a Working with Children Check. However, the exemption ceases to apply the day they turn 18*).

ORGANISATIONAL RESPONSIBILITIES:

- At all times, behave in a manner consistent with Council's Code of Conduct and human resource policies and guidelines (including Council's Bullying/Equal Opportunity/Discrimination/Sexual Harassment policy).
- Ensure compliance to relevant OHS regulatory requirements and implement, promote and maintain Council's OHS and Return to Work policies, procedures, training programs and initiatives.
- Ensure compliance to relevant regulatory or legislative requirements; including but not limited to Information Privacy and Freedom of Information.

CHILD SAFE STANDARDS:

- The Buloke Shire Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued and encouraged to reach their full potential.
- All staff must adhere to Council's Child Safe Policy and procedures and ensure that any reasonable suspicion of abuse to children or young people is reported.

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KEY SELECTION CRITERIA:

- Good communication skills, both oral and written.
- Ability to work independently with limited supervision.
- Ability to safely operate water treatment equipment used in outdoor pool operations and demonstrated knowledge of water treatment principles.
- Current Pool Lifeguard Award, Level 2 First Aid Certificate (incl. CPR Qualification), Chemical Handling Certificate or willingness to obtain these certificates/undertake this training.
- Satisfactory National Criminal History Check
- Current Working with Children Check (*Employees under the age of 18 are exempt from requiring a Working with Children Check. However, the exemption ceases to apply the day they turn 18*).
- Preference is considered for those holding a current Victorian Driver Licence, or other Australian state/territory equivalent or with access to reliable transport options.

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VERIFICATION:

This section verifies that the position holder and supervisor/s have read the above position description and are satisfied that it accurately describes the position.

Agreed by:
Gaynor Atkin
Director Community Development
Date

Agreed by:
Simran Behl
Coordinator Community Facilities
Date

Agreed by:
{Insert Name}
Pool Lifeguard
Date