

POSITION DESCRIPTION



| | |
|----------------------------|---|
| POSITION TITLE: | Senior Pool Lifeguard |
| DEPARTMENT: | Community Development |
| POSITION HOLDER: | Vacant |
| REPORTS TO: | Aquatics Officer |
| TERM OF EMPLOYMENT: | Casual |
| APPROVED BY: | Director Community Development |
| DATE: | July 2024 |
| CLASSIFICATION: | Band 4 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 lead, manage and inspire the Pool Lifeguard Team with a positive, can-do attitude 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 facility users including school and community groups, associations and other facility demonstrating appropriate responses to their needs and expectations.
- Assist and monitor the opening and closing of outdoor pool facilities as per procedures made available within the Swimming Pool Operational Manual.
- Oversee and maintain standards of quality relating to first aid, safety and supervision of staff and pool visitors in and out of the water and lead water rescues, if required.
- Ensure cleanliness of outdoor pool facilities through completion of site maintenance, including but not limited to pool vacuuming, sweeping, and cleaning of kiosk and ablution blocks.
- Provide and guide the Pool Lifeguard Team in effective supervision techniques of all pool visitors whilst enforcing the pool rules in the interest of public safety.
- Oversee and undertake administrative duties including, but not limited to, recording of attendance, completion of incident reports, recording of water quality test results, chemical orders and completion of daily checklist.
- Assist in the setup and pack up of equipment utilised in the delivery of programs and services.
- In consultation with the Aquatics Officer, complete regular risk inspections and hazard identification to ensure a safe pool environment.
- Monitor and action any irregularities with the pool plant and equipment within knowledge base or seek support where required.
- Safely handle pool chemicals in accordance with instruction provided through chemical training using Personal Protective Equipment (PPE) provided.
- Attend mandatory training arranged by the Aquatic Officer

POSITION DESCRIPTION



ORGANISATIONAL ENVIRONMENT:

| | |
|----------------------|---|
| Reports to: | Aquatic Officer |
| Directly Supervises: | Pool Lifeguards |
| Internal Liaisons: | Buloke Shire Council staff |
| External Liaisons: | Contractors, pool visitors and user groups including schools and community groups |

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Accountable to perform broad tasks associated with daily supervision of Council's outdoor pools utilising developed skills and experience.
- Works in a team environment or individually depending on the outdoor pool facility under the supervision of the Aquatics Officer.
- Work performed will fall within Swimming Pool Operational Manual and standard operating procedures, with scope to exercise discretion on a case-by-case basis, in consultation with the Aquatics Officer.
- Reports any anomalies or issues of poor or inappropriate performance of members of the Pool Lifeguard Team to the Aquatics Officer or the Coordinator Community Facilities.
- Assist and provide on-the-job training to the Pool Lifeguards Team as directed by the Aquatics Officer.
- Ability to work proactively, multitask and work well under pressure.
- Coordinate Pool Lifeguard Team roster and act as the first point of contact for staff on shift.

SPECIALIST SKILLS AND KNOWLEDGE:

- Good verbal and written skills to enable clear and confident communication with the Pool Lifeguard Team, pool visitors, user groups and other Council staff.
- Ability to 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.
- Ability to prioritise daily routine functions to coordinate with specific allocated tasks.
- Knowledge of ability to apply emergency first aid techniques, including CPR resuscitation.
- An understanding of the relevant technology, procedures and process used within a pool water filtering and chlorination unit.
- Awareness of Work Health and Safety principles or willingness to learn.
- Good physical fitness

QUALIFICATIONS AND EXPERIENCE:

- Current Pool Lifeguard Award
- Level 2 First Aid Certificate (incl. CPR Qualification)
- 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*).

POSITION DESCRIPTION



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.

KEY SELECTION CRITERIA:

- Strong communication skills, both oral and written, and the ability to guide and assist the Pool Lifeguard Team in the performance of their duties.
- Ability to work independently with limited supervision.
- Ability to safely operate water treatment equipment used in swimming 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.
- Ability to safely operate water treatment equipment used in swimming pool operations and demonstrated knowledge of water treatment principles.
- 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.

POSITION DESCRIPTION



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}
Senior Pool Lifeguard
Date