



POSITION DESCRIPTION

Lifeguard

Incumbent:	VACANT
Department:	Ararat Fitness Centre
Reports to:	Senior Lifeguard
Supervises/manages:	Nil
Employment Status:	Casual
Award Classification:	Band 2
Prepared by:	Human Resources Business Partner
Approved by:	Chief Executive Officer

Position Summary

The Lifeguard is responsible for ensuring the safety of all facility patrons while promoting interactive and enjoyable aquatic activities.

The role is charged with maintaining the highest standards of public supervision and safety to ensure the orderly and safe behaviour of all patrons using the facilities swimming pool and surrounding areas.

Key Responsibilities

- Ensure the highest standards of quality are maintained relating to safety and supervision of patrons.
- Assist with the daily cleaning and maintenance procedures to ensure the facility is in adequate working order and maintained in accordance with the high standard of cleanliness and hygiene required within Council facilities.
- Assist in the set up and pack up of equipment utilised within the facility.
- Assist with the maintenance of the pool hygiene and water quality tests in accordance with legislation.
- Complete accurate documentation and follow policy relating to the operation of the pool facility including water quality testing, hazard and incident reporting and customer complaints.
- Administer first aid, emergency and resuscitation where required.
- Maintain a professional public image, creating a safe, informative, and friendly environment.
- Liaise with all users, demonstrating appropriate responses and resolution of their needs as required.
- Ensure that conditions of entry are followed, and patrons are protected from unruly behaviour and dangerous actions.
- Any other duties as required within the scope of the position.
- Ensure compliance with Council’s Risk Management Policy, Risk Management Framework and OH&S Policy.
- To comply with all other policies and procedures of Council.

Accountability & Extent of Authority

- Accountable to the Centre Coordinator for ensuring the health and safety of patrons is maintained.
- Authorised to promote and enforce the facilities rules in regard to the safety and behavioural expectations of patrons.
- Ensure the quality of work performed and that tasks are performed in an efficient, effective, and accountable manner.



POSITION DESCRIPTION

Judgement & Decision Making

- Ability to resolve minor issues relating to immediate tasks.
- Ability to request patrons to leave the facility in a professional manner.
- Guidance and advice are always available.
- The work is clearly defined with well documented policies and procedures.
- Ensure Health & Safety matters are resolved immediately.

Specialist Knowledge & Skills

- Demonstrated experience working as a lifeguard in an aquatic facility.
- Sound knowledge and application of first aid, including CPR resuscitation.
- Knowledge of swimming pool chemicals and maintenance equipment.
- Intermediate swimming skills with the ability to perform a water rescue if required.
- A knowledge and appreciation of codes of practice, legislative requirements and health and safety regulations relating to the operations of an aquatic facility.
- Commitment and ability to deliver quality customer service.

Interpersonal Skills

- Good oral and written communication skills.
- Ability to work cooperatively and positively as a member of a team.
- Ability to gain cooperation from clients, members of the public and colleagues.
- Able to follow instructions and guidelines.

Qualifications & Experience

- Pool Lifeguard certification.
- Level 2 First Aid Certificate, including CPR.
- Current Police Check.
- Current Working with Children card.
- Basic administration skills.

Special Characteristics

This position may involve weekend and evening work according to the provisions contained within Clause 18.3 of the Enterprise Agreement – Pool Lifeguard and Recreation Centre Staff.

Position Approval

	Signed	Date
Acknowledged by Employee		
Approved by the HR Business Partner		
Approved by the Chief Executive Officer		