

Position Description

Position Information		
Position title	Aquatic Lifeguard (LG)	Classification CASUAL
Section	Community and Development	Location To be confirmed
Status	CASUAL	Contract Hours To be confirmed
Reports to	Aquatic Technical Operator (ATO)	Award Local Government Industry Award 2020

Key Focus of Section	Key Focus of this Position
Support the safe and effective delivery of aquatic facility services to the community, with a focus on patron safety, customer service and a cohesive team environment.	Provide close supervision of aquatic areas, respond appropriately to emergencies and assist customers and stakeholders. The position enforces facility rules and regulations professionally, using patience, tact and diplomacy to maintain a safe environment.
Shire Vision	
A connected, progressive and welcoming community.	
Shire Values	
Honesty – fair and ethical conduct; Accountability – quality in everything we do; Respect – treating colleagues and customers with respect; Professionalism – pride and commitment to high-quality service delivery.	
Shire Purpose Statement	
To serve the communities of the Shire of Coolgardie through accountable governance, responsible resource management and quality local services.	

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Position Outcomes	
Accountability Area	Outcome
Service delivery / operations	Maintain close supervision of water bodies and support safe, orderly aquatic facility operations.
Customer and community service	Provide a consistent level of customer service and communicate professionally with customers, user groups and stakeholders.
Compliance, governance and records	Follow applicable rules, regulations, Shire directions and approved procedures, and maintain required operational records where applicable.
People, contractors and volunteers	Contribute to a cohesive team environment by sharing information, supporting colleagues and assisting to meet operational requirements.
Budget, assets and procurement	Use facility equipment and Shire resources responsibly within the scope of the role.
Projects, events and improvement	Set up and pack away equipment for swim programs and aquatic activities as required.
Risk, WHS and incident response	Identify and report hazards, demonstrate proactive concern for WHS, and take appropriate action in emergencies including first aid response.

Position Requirements		
Skills	Essential	Desirable
Foundational computing, numeracy and literacy skills. Foundational organisation skills with the ability to prioritise competing tasks.	☒	☐
Foundation–intermediate customer service, communication and problem-solving skills. Ability to follow direction and work independently to a productive standard.	☒	☐
Knowledge		
Knowledge of the practical application of Work Health and Safety measures in the workplace, including operations involving members of the public.	☒	☐
Fundamental knowledge of the efficient use of information systems and technology.	☐	☒
Experience		
Ability to contribute to a team environment by sharing information and proactively supporting colleagues.	☒	☐
Ability to work unsupervised or in a team and take appropriate action in an emergency in accordance with established policies, processes and procedures.	☒	☐
Qualifications		
Current SISSS00133 Pool Lifeguard licence.	☒	☐
Current HLTAID011 Provide First Aid and HLTAID009 Provide cardiopulmonary resuscitation.	☒	☐
Certificate II in Sport, Aquatics and Recreation.	☐	☒
Licences and checks		
Ability to obtain learners permit	☐	☒

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Position Requirements

Current Working with Children Check (WWC).	☒	☐
Minimum age: 16 years. Physical fitness is sufficient to undertake activities in an aquatic environment.	☒	☐

General Physical Requirements

An occupational health provider assesses the applicant/employee fitness to successfully perform the essential functions of the position. The current Aquatic Lifeguard PD requires a level of physical fitness to undertake activities in an aquatic environment. Specific activity frequencies are to be confirmed through the Shire's role assessment.

Frequency (☒ as required)					Frequency (☒ as required)				
	Mainly	Frequently	Occasionally	N/A		Mainly	Frequently	Occasionally	N/A
Stand	☐	☒	☐	☐	Climb/Balance	☐	☒	☐	☐
Walk	☐	☒	☐	☐	Crouch/Kneel	☐	☒	☐	☐
Sit	☐	☒	☐	☐	Talk/Hear	☐	☒	☐	☐
Handle	☐	☒	☐	☐		☐	☐	☐	☐
Reach	☐	☒	☐	☐					

While performing the duties of this job, the incumbent may reasonably be expected to occasionally manually handle loads of a varying nature. Notwithstanding, the incumbent is still required under their general Duty of Care to adopt safe work practices by taking appropriate precautionary measures to identify, assess and control risks in accordance with statutory requirements and the Shire's Risk Management Framework.

Organisational Relationship

Responsible to:

- Leisure & Recreation Development Manager
- Aquatic Coordinator
- Aquatic Technical Operator (ATO)

Supervisor of: Nil

Extent of Authority and Accountability

Working under the supervision of the Aquatic & Recreation Coordinator, the incumbent operates within the limits of statutory requirements, Council policies and delegated authority.

The position is accountable for carrying out the duties and responsibilities in this position description, including patron supervision, emergency response, customer service, equipment set-up/pack-down and hazard reporting.

Delegated authority, Primary and Annual Return obligations, financial authority and any specific delegations: To be confirmed by the Shire.

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General Corporate Accountabilities	
Accountability	Required Standard
Work Health and Safety	Take reasonable care for own health and safety and ensure acts or omissions do not adversely affect others. Follow reasonable WHS instructions, use required PPE, report hazards/incidents, participate in risk controls and meet supervisory/officer/contractor responsibilities where applicable.
Code of Conduct and ethical behaviour	Comply with the Shire Code of Conduct, values, conflicts of interest, gifts, secondary employment, confidentiality and professional conduct requirements.
Customer service and community focus	Provide respectful, timely and helpful service to residents, visitors, businesses, community groups, contractors, elected members and stakeholders within the scope of the role.
Records and information management	Create, capture and maintain complete and accurate records in approved Shire systems in accordance with the Shire Recordkeeping Plan and lawful retention requirements.
Equal opportunity and respectful workplace	Contribute to a workplace and service environment that is inclusive, lawful and free from discrimination, harassment, bullying and victimisation.
Child safety and vulnerable people	Where the role involves children, young people or vulnerable community members, comply with relevant screening, reporting, supervision, privacy and safeguarding requirements.
Financial stewardship and procurement	Use Shire resources responsibly and comply with procurement, purchasing, asset, fleet, receipting and financial controls relevant to the role.
Emergency management and business continuity	Support emergency management, service continuity, public information and facility response activities when allocated and trained to do so.

Employment Conditions and Roster Notes	
Condition	Details
Ordinary hours and roster	Hours and roster pattern: To be confirmed. The current PD requires flexibility in work hours and days.
Overtime / penalties / on-call / call-back	To be confirmed in accordance with the applicable industrial instrument and Shire approval requirements.
Part-time agreed additional hours	To be confirmed where applicable.
Leave restrictions / peak periods	Seasonal/peak operational requirements: To be confirmed.
Uniform / PPE / equipment	Required uniform/PPE and aquatic safety equipment to be used in accordance with Shire requirements and reasonable WHS instructions.
Travel / accommodation / vehicle	Current 'C' Class Driver's Licence required. Any travel, accommodation or vehicle arrangements are to be confirmed.

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Employment Conditions and Roster Notes	
Condition	Details
Remote work / flexibility	Not specified in the current PD; to be confirmed if applicable.

Position Description Certification	
Prepared by: Shire of Coolgardie	Effective Date: To be confirmed
I acknowledge that I have read and understood the key objectives, duties, responsibilities and other requirements as outlined in this position description. I understand that this position description provides general guidance regarding the purpose of the position and my responsibilities. Furthermore, I acknowledge that this position description may be amended from time to time to reflect changes to the position or Shire requirements.	
Staff Signature:	Date:

Approval	
Approved by	Chief Executive Officer / delegated approver
Position	
Signature	
Date	

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Attachment A - Task List / Activity Schedule

Matrix ID	Function	Service / Activity	Frequency / timing	Responsibility	Output / evidence	System / record	Risk / compliance note	Review notes
1	Aquatic supervision	Maintain close supervision of water bodies.	During operating hours	R	Active patron supervision	Operational records as required	Patron safety; enforce rules and regulations professionally	
2	Emergency response	Respond appropriately to emergency situations and provide first aid assistance when required.	As required	R	Emergency/first aid response	Incident records as required	Follow established policies, processes and procedures	
3	Customer service	Liaise with customers, user groups and stakeholders to deliver a consistent level of customer service.	Daily / as required	R	Customer assistance and information	Records as required	Professional communication; patience, tact and diplomacy	
4	Team support	Contribute to a cohesive team environment by sharing information, supporting and assisting colleagues.	Daily	R/S	Effective team support	Team communications	Work within direction and role scope	
5	Programs and activities	Set up and pack away equipment for swim programs and activities.	Scheduled / as required	R	Equipment ready and safely stored	Operational records as required	Safe handling and set-up	
6	WHS	Report hazards and demonstrate proactive concern for Work Health and Safety.	As required	R	Hazards reported and escalated	Shire WHS reporting system / records	Apply WHS measures in a public-facing workplace	
7	Other duties	Undertake other duties as directed within the scope of the role.	As required	R	Duties completed as directed	As applicable	Must be lawful, reasonable and within role capability	

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Attachment B - Key Duties, Accountabilities and Expected Outputs

Key Duties, Accountabilities and Expected Outputs		
Accountability Area	Key Duties / Responsibilities	Expected Outputs / Evidence
Service delivery / operations	Maintain close supervision of water bodies; set up and pack away equipment for swim programs and activities.	Safe supervision of aquatic areas; equipment prepared and returned appropriately.
Customer and community service	Liaise with customers and stakeholders and provide consistent, professional customer service; enforce rules and regulations with patience, tact and diplomacy.	Customers and stakeholders receive respectful assistance; facility rules are communicated and applied appropriately.
Compliance, governance and records	Follow direction, statutory requirements, Council policies and established procedures; use information systems and technology efficiently within the role.	Role duties completed in accordance with applicable requirements and records maintained where required.
People, contractors and volunteers	Contribute to a cohesive team environment; share information and support and assist colleagues to meet goals and deadlines.	Effective teamwork and operational support.
Budget, assets and procurement	Use equipment and Shire resources responsibly within the scope of the role.	Equipment and resources handled appropriately.
Projects, events and improvement	Support swim programs and aquatic activities through equipment set-up and pack-down.	Programs and activities supported as scheduled.
Risk, WHS and incident response	Report hazards; apply WHS measures; respond appropriately to emergencies and provide first aid assistance when required.	Hazards and incidents escalated; emergency and first aid response undertaken in accordance with established procedures.