

Position Description – LIFEGUARD

Shire of Donnybrook Balingup 056.V.24.1



GENERAL OVERVIEW:

Position Title/Number: Recreation Centre Lifeguard / 056
Directorate/Division: Corporate and Community
Industrial Instrument: Local Government Industry Award 2020(IA)
Level: Level 2
Classification/Banding: Local Government Authority, Banding 3
Reports to: Manager Recreation Centre
Primary Location: Donnybrook Recreation Centre – Steere Street, Donnybrook

OUR VISION:

“ A proud community enjoying our rural lifestyle, cultural heritage, and natural environment. ”

POSITION OVERVIEW:

This position is responsible for providing a safe and enjoyable experience for users of the Donnybrook Recreation Centre with the highest regard to safety, cleanliness and service delivery. To provide active and proactive supervision of the water spaces within the Donnybrook Recreation Centre.

In conjunction with the Program Coordinators and Centre Manager, facilitate activities and special events within the Donnybrook Recreation Centre.

POSITION OBJECTIVES:

Customer Service

- > Effectively monitor and supervise all water spaces and stadium activities ensuring all patrons are complying with the Donnybrook Recreation Centre policies, procedures and conditions of entry.
- > Oversee and monitor activities in the Donnybrook Recreation Centre.
- > Facilitate a safe and pleasant environment.
- > Ensure equipment and facilities are set up in accordance with the booking system.
- > Conduct facility inspections to investigate potential cleaning, maintenance, safety and other issues that may require attention.
- > Ensure checklists are completed and signed off.
- > Ensure Centre equipment is used, cleaned and stored appropriately.
- > Assist Duty Officers with taking water samples and completed required records.
- > Cleaning the pool and pool surrounds, including ablutions, changing rooms and other areas of the facility.
- > Perform additional duties as directed by staff managing the facility.



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ORGANISATIONAL RELATIONSHIPS:

Responsible for:	Nil
Internal Relationships:	All Shire of Donnybrook Balingup employees
External Relationships:	Federal and State government agencies, other local governments, community groups, agencies, contractors, staff associations and organisations, private sector stakeholders, ratepayers, local residents, media, and general public.

POSITION BENEFITS:

Rostered Day Off (RDO):	No	Vehicle:	No
Mobile Telephone:	No	Laptop/computer:	No
Gym Membership:	Yes	Wellbeing Program:	Yes

CORPORATE RESPONSIBILITIES:

Budget:	Council adopted
Code of Conduct:	All employees are responsible for adhering to the Shire's Code of Conduct and the policies and procedures that support it.
Workplace Health and Safety (WHS):	The Shire of Donnybrook Balingup is committed to ensuring the health and safety of its employees. All employees have responsibilities and accountabilities which are identified in Operational Procedure EXE/OP-7 Work Health and Safety Responsibilities.
Equal Opportunity:	Comply with the Shire's EO requirements and provide, so far as practicable, an environment that is fair, equitable and free of harassment for staff and those we serve.

TRAINING MATRIX:

Training can be achieved through many different mediums, including previous experience, formal qualifications and education. The following programs are provided to you, and are compulsory, as a new employee of the Shire of Donnybrook Balingup:

Shire of Donnybrook Balingup Induction:	To be completed within one (1) week of commencement of employment as per contract.
Workplace Health and Safety (WHS) Induction:	To be completed within two (2) weeks of commencement of employment as per contract.

ANNUAL PERFORMANCE REVIEW:

At least once in every calendar year, an evaluation of the position holder's performance will be conducted by the Manager / Supervisor. The annual review will include an assessment of achievement of the key duties, responsibilities, and key performance indicators (KPIs) and will be used to identify training and development needs.



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SELECTION CRITERIA:

Essential Requirements

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capability to transfer their knowledge and skills to achieving the outcomes of this position.

- > Current RLSSWA pool lifeguard certificate
- > Current Provide First Aid Certificate
- > Current Police Clearance
- > Developed verbal and written communication skills
- > Competent lifeguarding and rescue skills
- > Well developed customer service skills
- > Developed numeracy and literacy skills
- > Organisation and time management skills

Desirable Experience and Qualifications

- > Previous experience as a Lifeguard within a multi-faceted Recreation Centre as a lifeguard.
- > Knowledge of the Health Act (Swimming Pool) Regulations 1964.
- > Knowledge of plant room operations and water chemistry.

ACKNOWLEDGEMENTS:

The details contained in this position description are an accurate statement of the key duties and responsibilities and other requirements of this position and consideration has been given to any relevant KPIs and objectives.

Manager Name:

Signature:

Date:

I have noted the statement of the key duties and responsibilities and other requirements as noted in this position description. I also acknowledge that other duties, KPIs and objectives may be assigned to this position as required from time to time to meet the business needs of the organisation.

**Position Holder
Name:**

Signature:

Date:

