

Position Description

Lifeguard

24 May 2023

Position Number

500149

Directorate

Advocacy and Community
Services

Department

Leisure Services

Reports to

Operations Team Leader

Classification

LSO Band 3

Employment Status

Casual

Location

Mitchell Shire Leisure
Centres
Mitchell Shire Outdoor Pools

About the role

Lifeguards perform a range of duties associated with efficient and effective usage and day to day operations of aquatic facilities. You will support the provision of a safe environment for patrons and ensure that the Centre operates in a clean, hygienic and safe manner in accordance with health regulations and public safety requirements.

Key responsibility areas

- Report all incidents, accidents and any other matters relating to the efficient operation of the Centres
- Maintain a safe and pleasant environment for members and guests and other staff
- Administer first aid and complete all necessary documentation when required
- Carry out general duties as directed, including tasks on the lifeguard's checklist and daily register
- Ensure any issues or problems that arise are dealt with in accordance with Mitchell Leisure Centre's policies and procedures and guidelines for safe pool operations
- Undertake pool attending duties to support the aquatic service, including:
 - Ensuring Watch Around Water Policy for the aquatic area is observed
 - Safe Water entry is observed
 - Centre rules are always adhered to including patron behaviour

Other Duties

- Responsibilities and duties included in this position description are subject to the multi- skilling and job rotation provisions of the Mitchell Shire Council current Enterprise Agreement and or any supplementary agreements and where applicable the appropriate award.

About you

Pre-employment check

- National Police Check
- Working with Children Check

About Mitchell Shire

All employees at Mitchell Shire are expected to provide the highest standards of performance and customer service to ensure Council achieves its Vision, Values and meets organisational objectives.

Vision

As we grow, we will be leaders in protecting the environment and preserving the country feel and liveability of our unique communities, with visionary planning for a cohesive, prosperous, safe, and healthy future.

Values

Mitchell has adopted the following values as fundamental to the way in which all staff within the Council will operate in their dealings with each other and the community. These are:



Working Together



Respect



Customer Service Excellence



Accountability



Continuous Improvement

Structure

Mitchell Shire Council is broken into three Directorates being:

- Advocacy and Communities
- Economy, Growth and Infrastructure
- Organisational Performance

Position requirements

Accountability and Extent of Authority

- The Lifeguard is accountable to the Operations Team Leader
- Undertake designated activities to ensure that the aquatic facility operates within health regulations and that Guidelines for Safe Pool Operations are followed
- Work is performed within specific guidelines and under general supervision
- The Lifeguard has the authority to enforce Mitchell Leisure Centre's conditions of use regarding the safety and orderly behaviour of patrons
- Maintain relevant records of tasks, activities and issues that have arisen during the shift

Judgement and Decision Making

- The incumbent is responsible for making decisions relating to the day-to-day lifeguard duties at the Mitchell Leisure Centre where work is being performed
- The objectives of the role are clearly defined with procedures clearly documented
- Guidance and advice will always be available, however in the event of a safety crisis the incumbent must have the ability to initiate the appropriate response, depending on the situation

Specialist Skills and Knowledge

- Strong fitness and rescue skills including knowledge of water safety, first aid, resuscitation, rescue techniques and public safety requirements
- Ability to solve minor customer problems and complaints in a fair and equitable manner;
- General knowledge of OH&S.
- Physical fitness and manual handling skills for the purpose of carrying out the duties of the role
- Demonstrated commitment and capacity to work flexible hours to reflect the operational requirements of the service

Management Skills

- Ability to handle difficult situations, including emergencies calmly and decisively
- Ability to remain focused during challenging periods including peak service delivery

Interpersonal Skills

- Ability to follow instructions and guidelines
- Approachable, positive attitude and the ability to relate to the patrons in a friendly, helpful manner
- Strong people skills, including the ability to gain the cooperation of patrons in the administration of safety requirements
- Good written communication skills for the purpose of completing routine work forms, including experience in Microsoft Office and centre management software (Links)
- Well-developed teamwork skills
- Display confidence and flexibility in service delivery and the execution of tasks

Qualifications and Experience

- General knowledge of OH&S
- Strong fitness and rescue skills including knowledge of water safety, first aid, resuscitation, rescue techniques and public safety requirements
- Possess a current level 2 first aid Unit code HLTAID003 with CPR
- Current Pool Lifeguard qualification.
- Pool Operation Certificate, is desirable