



## **Position Description**

### **SWIMMING POOL - LIFEGUARD**



# OUR VALUES



## ACHIEVE TOGETHER

We collaborate internally and externally to achieve better outcomes together.

## TAKE OWNERSHIP

We own our actions, decisions, and their impact on others. We learn from mistakes and contribute to solutions, building trust through honesty and integrity.



## SHAPE THE FUTURE

We hold ourselves to a high standard and are empowered to achieve quality outcomes for our community – today, and for future generations.

## INSPIRE AND UPLIFT

We bring our best self to our work, and strive to make a positive impact on our colleagues and community.





## Position Description: Swimming Pool - Lifeguard

Position Number: Y031

**Purpose:** To ensure the highest level of safety, supervision and risk minimisation is maintained at the York Swimming Pool.

### Role Responsibilities

#### Aquatic operations

- Assist with the management of the daily operation of the aquatic area.
- Ensure routine operation and maintenance of pool equipment and plant.
- Supervise all patrons in the aquatic area.
- In conjunction with the Manager control all emergency situations in the facility whilst on duty.
- Undertake cleaning of pool and change rooms to ensure the facility is free of litter and presented to a high standard at all times.
- Any other duties that assist in the overall safe, effective and efficient operation of the facility.

#### General Administration

- Collect accurate statistics to determine usage as required.
- Ensure hazards and risks are identified, documented and addressed appropriately in a timely manner.

#### Kiosk Operations

- Assist with the operation of the kiosk as required.

#### Customer Service

- Provide effective supervision of all patrons and staff to ensure that the appropriate Shire by-laws and management objectives are maintained
- Observe behaviours and ensure that the highest standards of public safety are maintained and issues are managed in a timely manner.
- Be an active and engaged partner with the Corporate & Community Services Team, who adds value by completing high quality work, is a positive team member and strives to support the values we seek to foster in our organisation.

### Performance of Duties

- While on duty, staff will give their whole time and attention to the Shire of York's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Shire.
- Staff must also perform their duties impartially and in the best interests of the Shire uninfluenced by fear or favour.
- The Shire of York recognises its legal obligations under the *Equal Opportunity Act 1984* and amendment 1992 and will actively promote equal opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, age, marital status, pregnancy, race, disability, religious or political convictions.
- Staff must comply with all Shire policies and procedures including but not limited to *Policy 08 Employee Code of Conduct* and work to the Shire's stated values.
- Staff must comply with State Records Act 2000 Record Keeping requirements and legislation. All employees of the Shire of York are responsible for ensuring the records relating to the business activities of the Shire are captured into the electronic record system.
- The Shire is committed to Health and Safety in all areas of Shire's operations and requires you to comply with the requirements of the Section 28 of the *Work Health and Safety Act 2020 WA*.

## Required Skills and Qualifications

### ESSENTIAL

#### Skills

- Time management skills
- Sound customer service and interpersonal skills
- Sound supervision and problem-solving skills
- Good verbal and written communication skills

#### Knowledge

- Sound knowledge of First Aid and Rescue techniques
- Working knowledge of the Shire and local community
- Sound knowledge of the aquatic industry, particularly with regard to the operation and safety of a public swimming pool
- Sound knowledge of the safety procedures and requirements for the handling of hazardous chemicals used for water treatment.

#### Experience

- Previous experience as a pool lifeguard

#### Qualifications

- Pool Lifeguard Qualification or Bronze Medallion
- Experience in lifeguarding
- Demonstrated experience working within an aquatic facility
- Senior First Aid Certificate
- Working with Children Check
- Recent Police Clearance (within the past month)

### DESIRABLE

- Aquatic Technical Operators Accreditation

## Level of Authority and Organisational Relationships

#### **Reports to:**

Swimming Pool Manager  
Swimming Pool Duty Manager

#### **Direct Reports:**

Nil

#### **Internal Liaisons:**

- Pool staff
- Other Shire staff

#### **External Liaisons**

- Patrons
- Contractors and service providers

**Classification:** Level 1 Inside Staff EA  
**Location:** York Swimming Pool

**Position and Conditions Acceptance**

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Direct Manager Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Last Position Description Review Date:     /     /

Next Review Due Date:     /     /