



## POSITION DESCRIPTION

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|-----------------|---|
| Title:          | Pool Lifeguard  |
| Department:     | Development & Environmental Services  |
| Reports To:     | Manager Development & Environmental Services  |
| Effective Date: | October 2023  |
| Classification: | Level 3A Central Highlands Council, Enterprise Agreement 2020<br>(A new Enterprise Agreement is currently being negotiated) |

### Overview

The Central Highlands Council operates a 25m, solar heated swimming pool over the summer months at Bothwell. The ideal Pool Attendant will hold, or have the ability to acquire, a current Royal Life Saving Society Lifeguard Certificate and Level 2 First Aid Certificate. Council is able to assist in providing training to interested person/s.

The pool is open 7 days a week from December 2023 to April 2024 (weather dependant) normally operating during the hours of 11.00am to 6.00pm/6.30pm-8.00pm (Closed Christmas Day). ½ hour Tea Break if working to 8.00pm (opening hours are to be determined).

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### Key Functions, Responsibilities / Principal Accountabilities

#### Pool Lifeguard

1. Ensure the pool is open to the public during the prescribed hours.
2. Be in viewing distance within the pool confines at all times when open to the public.
3. Carry out tasks listed on daily log sheet and complete Job Schedule form.
4. Maintain control of pool users in accordance with the displayed pool rules and use discretion in ensuring discipline is maintained during pool hours.
5. Maintain pool water quality to a standard required by Council's Environmental Health Officer.
6. Report any mechanical or service failures to:
  - Council's Development & Environmental Services Office, working hours on 6259 5503.
  - Graham Rogers on mobile 0429 018 308 or School Amenities (Gymnasium) John Webb on mobile 0438 591 136.
  - Isolate problems and arrange repairs.
7. In event of medical help ie: phone local health Centre / doctor 62595520 or 000.
8. Note all actions and advise Council contact person as soon as possible.
9. In the event of unruly behaviour seek assistance from pool users / Council contacts / Police on 62594044 or 000.
10. In the event of an emergency requiring evacuation of the pool; Sound air horn and advise evacuation of the pool;
  - Deal with emergency

- Seek assistance from responsible persons;
  - Notify Police / Council contact person by phone
11. Fully record all injuries occurring in the pool and advise the contact person as soon as possible.
  12. Promote sun safety practices.
  13. Wear identifiable clothing (Shirt Provided by Council).
  14. On each occasion prior to opening pool, remove and store the solar blanket, clean scum line, spot vacuum the floor of the pool, hose down surrounds and ensure water level is at correct level to maintain filters.
  15. Maintain water level throughout the day to the mark on the outlet wall (nearest the toddler's pool).
  16. Check operation of pumps ensuring that traps are air free and cleaned.
  17. Backwash and rinse filters at least twice daily before and after use.
  18. Maintain filter shed in clean tidy condition.
  19. Maintain pool confines in a litter free state.
  20. Ensure Pool Blanket is securely fitted when pool is not in use
  21. Promote separation of litter and recyclables at venue.
  22. Secure and maintain ancillary pool equipment and facilities
  23. Maintain regular water temperature signage at kiosk
  24. Ensure umbrellas and other shade facilities are erected when required and securely stored when not in use.
  25. Ensure MGB's are placed roadside for emptying each Monday night and recyclables each fortnight per fridge calendar (attached).
  26. Maintain and safely store chemical stocks and order through the Development & Environmental Services (DES) Office.
  27. Maintain kiosk in clean and tidy condition.
  28. Notify DES Office when works are required.
  29. Check change rooms after closure of each session and collect lost property and store in a lost property box in kiosk.
  30. Maintain record of outgoing phone calls.
  31. Kiosk to be operated in accordance with any conditions, imposed by Council's Food Licence Registration.
  32. Collect entry fees as prescribed, persons requiring vouchers to be directed to the DES Office weekly. All monies collected to be secured and paid to the DES Office weekly with completed daily log sheets for the same period.
  33. Replacement attendant to be notified to the DES Office and be suitably skilled and trained for the position.
  34. Completed time-sheets to be delivered to the DES Office each other Friday morning.
  35. Carry out other duties as required by the Swimming Pool Committee.
  36. Working safely in compliance with the Workplace Health & Safety Act 2012 and Council's policies and procedures.

### **Cleaning of Amenities**

1. Clean and sanitise male and female toilets and shower units and clean changing areas (part of gymnasium complex).
2. Cleaning to be carried out daily after closing of the pool.
3. Any damage to be noted and reported to the DES Office.
4. Amenities block to be secured on completion of cleaning each day and open prior to pool opening hours.

### **Qualifications and Expertise**

#### **Formal Qualifications**

- Bronze Medallion
- Pool Lifeguard Certificate
- Level 2 First Aid Certificate

Council is able to assist in providing the above training

#### **Knowledge/Skills**

- Ability to work and perform in a safe and healthy manner
- Excellent interpersonal and verbal communication skills
- Customer Service
- Cash handling
- Running of Kiosk
- Cleaning of Amenities
- Ability to work without supervision

#### **Personal Attributes**

- Self motivated.
- Effective communication skills.
- Demonstrate a personal pride in work.

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**DATE APPROVED:**

**APPROVED BY:**

**PRESENT OCCUPANT:**

**DATE OF APPOINTMENT:**