

Position Description

POSITION TITLE		Jamberoo Pool Lifeguard Attendant			
REFERENCE/POSITION NUMBER		LCE0082			
DEPARTMENT		Corporate and Commercial Services			
ACCOUNTABLE TO		Leisure Centre Operations Team Leader			
SUPERVISOR		Leisure Centre Operations Team Leader			
DIRECTLY SUPERVISES		None			
INDIRECTLY SUPERVISES		None			
VOLUNTEERS SUPERVISED		None			
GRADE	7	STATUS	Casual	TYPE	Casual
HOURS	38		LOCATION	Jamberoo Pool	
MOBILE PHONE	No		LAPTOP	No	
VEHICLE		No vehicle			
LAST UPDATED		5/11/2020			



RESPECT

We treat others as we expect to be treated
- in a fair and professional manner.



INNOVATION

We champion change in order to provide superior services to our community.



INTEGRITY

We are open, honest and ethical in our behaviours
- at all times.



TEAMWORK

We are one team - working together with trust and commitment to achieve shared goals.



EXCELLENCE

We aspire to be the best
- in everything we do.

OBJECTIVES

- To ensure the safety of Jamberoo Pool patrons at all times
- To ensure the facilities at Jamberoo Pool including water quality and plant room equipment are maintained at a high standard at all times.
- To co-ordinate the setting out of equipment for the various Jamberoo Pool user groups in a timely manner.
- To maintain a high standard of cleanliness at the Jamberoo Pool at all times.
- To promote the Jamberoo Pool as having a friendly and healthy atmosphere.

SELECTION CRITERIA

ESSENTIAL

- Aquatic Technical Operator (Pool Operations) – SISSS00110
- Pool Lifeguard Licence or Current Pool Lifeguard Award.
- First Aid Certificate and Advanced Resuscitation Certificate (with airbag module).
- Minimum 12 months experience in operation of public swimming pools working as a Pool Lifeguard, or in the aquatic industry.
- Knowledge of pool testing and correctional procedures, including safe handling and storage of chemicals.
- Previous experience with routine plant room maintenance.
- Knowledge of Public Swimming Pool & Spa Advisory Document and relevant rules and regulations.
- A basic knowledge of WH&S as it relates to a Public Swimming Pool.
- Well-developed interpersonal skills and the ability to communicate effectively with the public and fellow staff members.
- Excellent customer service skills.
- Good time management and organisational skills.
- Ability to work unsupervised.
- Possess a "Working with Children Check" clearance in accordance with the Child Protection (WWC) Act 2012.

DESIRABLE

Previous Experience as a Pool Superintendent

- Certificate IV in Sport and Recreation
- Class C Driver Licence.

DUTIES

- Carry out routine procedures/risk assessments at the commencement of the morning shift.
- Ensure the water quality and temperature in the pools is maintained at an acceptable level by completing tests every four hours and immediately reporting problems to the Leisure Centre Manager or Operations Team Leader.
- Carry out routine correctional procedures to the pool water when abnormal readings are detected.
- Liaise with the Centre Manager or Operations Team Leader on a daily basis to be aware of any activities programmed for the following day.
- Ensure that equipment is set up for activities in a timely manner.
- Return all equipment to appropriate storage area at completion of activities.
- Liaise with the other Jamberoo Pool Lifeguard Attendants during crossover of shifts to ensure that activities, events and problems related to the Facility are communicated between appropriate staff.
- Implement duties allocated from the Plan of Management including routine maintenance schedule for plant room equipment and maintaining cleaning supplies.
- Complete routine maintenance of all Jamberoo Pool facilities in accordance with developed schedule and report any maintenance or WH&S problems to the Centre Manager or Operations Team leader.
- Undertake lifeguard duties and administer first aid when required.
- Complete routine cleaning of all Jamberoo Pool facilities to ensure that the Centre is maintained to a high hygiene standard.
- Answer general enquiries from the public in a polite and courteous manner and refer inquiries regarding major bookings to Leisure Centre Manager or Operations Team Leader and learn to swim inquiries to the Swim School Supervisor at the Leisure Centre.
- Carry out routine procedures at the completion of the day shift.
- Take all reasonable steps to ensure compliance with Council's policies, procedures and legislation and care of self and others in the workplace.

CORPORATE RESPONSIBILITIES

RESPECT AND DIGNITY

All employees are required to:

- Promote respect for others and fairness and equity, acting in accordance with principles of EEO and Anti-Discrimination
- Demonstrate respect for others and contribute to a positive work environment
- Take appropriate action to prevent bullying, harassment and discrimination of others
- Identify and minimise exposure to risk for self and others

INTEGRITY

All employees are required to:

- Comply with the Code of Conduct and all relevant legislative requirements, Council plans, protocols, policies and procedures
- Work within budget and time constraints to optimise outcomes while balancing resource requirements
- Apply policies, protocols and guidelines equitably and without personal bias
- Model Council's Values
- Use and protect Council's information, resources, equipment and systems in accordance with relevant protocols, policies and legislation

INNOVATION

All employees are required to:

- Identify and, in consultation with their supervisor, initiate opportunities for improvements in processes and service and waste minimisation
- Seek to understand and embrace relevant best practice and industry trends relevant to own work area
- Participate in ongoing learning and embrace relevant technology and change

TEAMWORK

All employees are required to:

- Actively share information, knowledge and skills with others to optimise organisational performance
- Take interest in and provide feedback on corporate initiatives
- Work positively and proactively with others, and to the best of your ability, to deliver organisational outcomes
- Provide support and advice, to others, in own area of expertise

EXCELLENCE

All employees are required to:

- Meet or exceed functional responsibilities and service level agreements described in position description and operational plans
- Support and use contemporary frameworks designed to optimise systems and processes
- Demonstrate an understanding of the needs of internal and external customers, as relevant to the role, anticipating and meeting their needs with the parameters of Council requirements
- Ensure current competence and relevant accreditation/licencing
- Follow safe and ethical practices to minimise risk to self and others
- Actively participate in relevant training and seek opportunities for ongoing learning as applicable
- Report incidents, illnesses and injuries immediately and take appropriate follow-up action if required

WORK, HEALTH AND SAFETY AND EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES

In addition to the overall corporate responsibilities listed above and the statements below, you are required to perform your duties in accordance with this Position Description, Council's Code of Conduct, policies, protocols and procedures.

Work Health and Safety (WHS)

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm
- Participate in development of safe work methods and risk assessments with your supervisor when required
- Actively participate in WHS inductions and training when required
- Wear personal protective equipment (PPE) in the prescribed manner and when specified
- Participate in workplace inspections if required
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices
- Participate in emergency preparedness training, including any required knowledge for business continuity plans
- Report all hazards, near misses and damage to Council's property to the responsible Manager

Certificates of Competency / Licences

- Where required for the position, either by legislation or through Council's policies, protocols and procedures, maintain all certificates, licences, operative training etc for the group, and advise the responsible Manager of any change to these, including vehicle licences.

Injury Management

- Report all injuries/illnesses to the responsible Manager immediately
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable

Risk Management

- Report any potential public liability and professional indemnity exposures in your workplace to the responsible Manager

Equal Employment Opportunity (EEO)

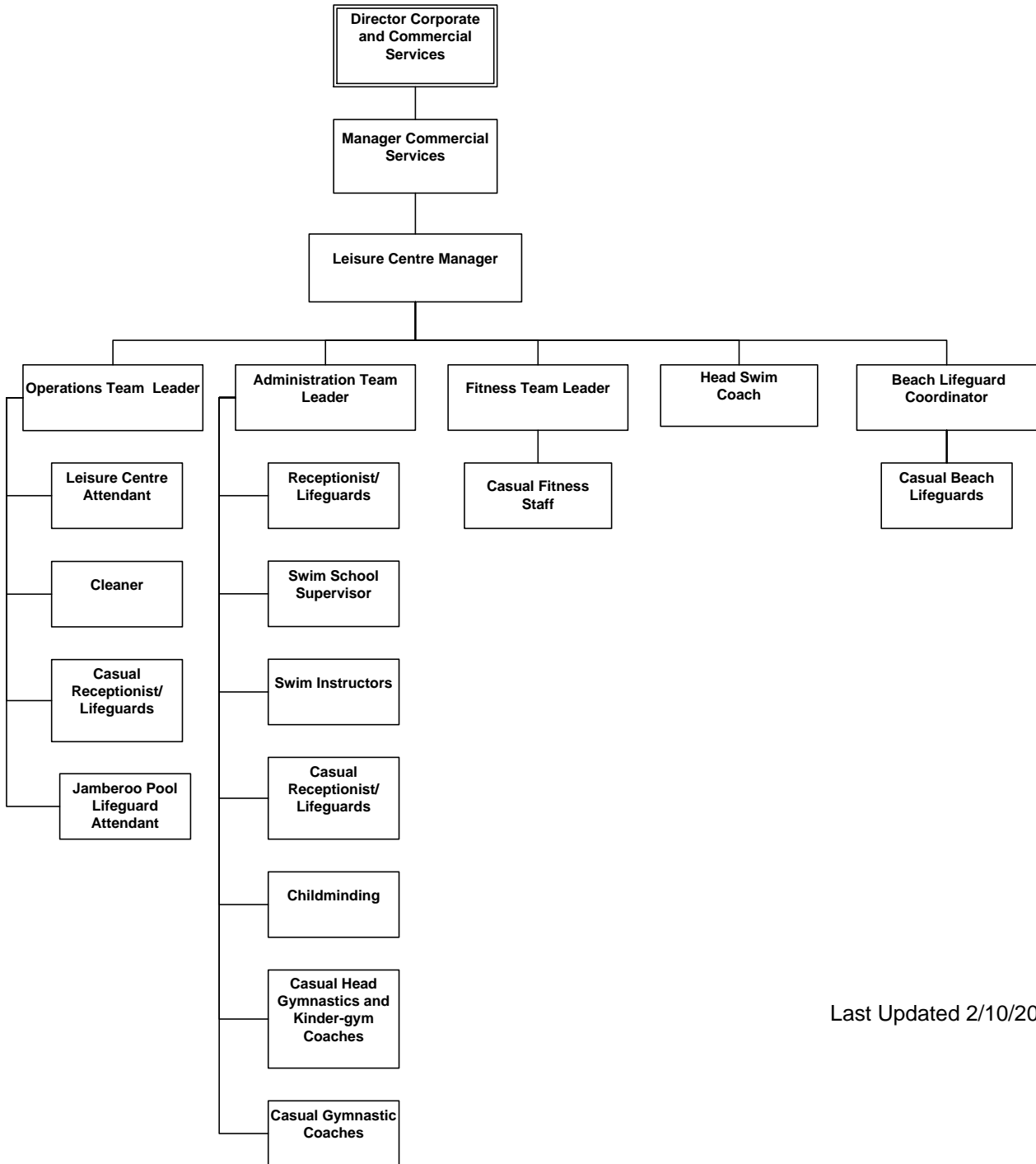
- Work to the best of your ability and provide quality service to customers
- Recognise the skills and talent of other staff members
- Act to prevent bullying, harassment and discrimination against others in your workplace
- Respect differences among your colleagues and customers such as cultural and social diversity
- Treat people fairly - don't discriminate against, bully or harass them
- Work in keeping with the Kiama Municipal Council's EEO management plan and other EEO policies

DELEGATIONS	
FINANCIAL DELEGATION:	Nil
RESPONSIBILITY DELEGATION:	None
NO OF CONTRACTS MANAGED:	None
ANNUAL VALUE OF CONTRACTS MANAGED:	None
CONTROL AND MANAGEMENT OF EXPENDITURE PER ANNUM:	No responsibility
BUDGET DEVELOPMENT:	None

CONDITIONS OF EMPLOYMENT		
AWARD/AGREEMENT	Local Government (State) Award	
PROTOCOLS:	Employees are to comply with Council's Code of Conduct and Council protocols at all times.	
PRE-EMPLOYMENT REQUIREMENTS:	<ul style="list-style-type: none"> Physical and mental capability to perform the inherent requirements of the position 	
	<ul style="list-style-type: none"> Proof of ability to legally work in Australia 	
	<ul style="list-style-type: none"> Pre-employment screening to Australian Standards in Employment Screening. 	
	<ul style="list-style-type: none"> Criminal record check 	Yes
	<ul style="list-style-type: none"> Pre-employment medical 	Yes
	<ul style="list-style-type: none"> Working with children check 	Yes

REPORTING RELATIONSHIPS

Kiama Municipal Council Commercial and Community Services Leisure Centre



Last Updated 2/10/2020

I have read the above position description for my role; I accept the responsibility for achieving the above duties and understand that I am accountable for their achievement.

Employee Signature:

Date: Drop down for date