

# Position Description

<b>Position Title:</b>	Pool Lifeguard - CASUAL
<b>Classification:</b>	Level D1 – D4
<b>Agreement:</b>	The Shire of Broome Inside Staff Enterprise Agreement
<b>Department:</b>	Corporate Services
<b>Location:</b>	Broome Recreation and Aquatic Centre
<b>Date reviewed:</b>	April 2023
<b>Approved by:</b>	Manager Community Facilities

## Commitment to the Shire

### **Our Vision for the Shire of Broome**

A future, for everyone.

### **Our Aspirations**

To achieve our vision, we have four supporting aspirations. Our aspirations align with our core pillars – people, place, prosperity and performance. These pillars are interrelated, and each must be satisfied to deliver excellent quality of life in Broome.

<i>People</i>	We will continue to enjoy Broome-time, our special way of life. It's laid-back but bursting with energy, inclusive, safe and healthy, for everyone.
<i>Place</i>	We will grow and develop responsibly, caring for our natural, cultural and built heritage, for everyone.
<i>Prosperity</i>	Together, we will build a strong, diversified and growing economy with work opportunities, for everyone.
<i>Performance</i>	We will deliver excellent governance, service and value, for everyone.

### **Our Values**

We live by Broome's PEARLS. These are the values and behaviours that the Shire of Broome and the local community cares deeply about. We always strive to be:

<i>Proactive</i>	Proactive, forward thinking, open-minded and innovative.
<i>for Everyone</i>	for Everyone; inclusive and welcoming of all people.
<i>Accountable</i>	Accountable, transparent and ethical.
<i>Respectful</i>	Respectful of everyone and everything.
<i>Listening</i>	Listening to people's needs and ideas; community focused.
<i>Sustainable</i>	Sustainable, aiming to meet present needs without compromising the ability for future generations to meet their needs.

## **Position Purposes and Objectives**

- To ensure that the highest level of safety, supervision and risk minimization is maintained for patrons of the Broome Recreation & Aquatic Centre (BRAC).
- To assist BRAC management in the timely and effective delivery of services including preparation for scheduled programming in the aquatic area.
- To provide a high level of customer service to Aquatic Centre patrons.

## **Position Key Responsibilities**

- 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 Duty Manager control all emergency situations in the facility whilst on duty.
- Liaise with all patrons of the centre.
- Undertake cleaning of pool and change rooms to ensure the facility is free of litter and presented to a high standard at all times.

## **Other Reasonable Duties**

- This document is not intended to cover every task that will be required, however, provides a framework of the expectations. As a lean organisation there may be times when the Pool Lifeguard is required to do other reasonable duties within their skills, qualifications and experience that assist in the overall safe, effective and efficient operation of the Centre.

## **Organisational Responsibilities**

### **Human Resource Management**

- When required relieve positions within the department during periods of absences.
- Work to foster a cooperative and harmonious team environment through effective communication and relationship building skills.
- Ensure Annual Performance Review is completed on time and within the bounds of the Shire Performance Review Policy.

### **Occupational Health & Safety**

- Comply with all statutory obligations, including the Local Government, Equal Employment Opportunity (EEO), Organisational Risk Management and current OSH Acts, regulations and code of practice.
- Seek guidance for all new or modified work practices to ensure safety is a high priority consideration.
- Not willfully place at risk the health or safety of any person in the workplace.
- Ensure that any hazardous conditions, near misses and injuries are reported immediately to the Supervisor.

## Compliance

- Ensure compliance with relevant legislation, policies and procedures.
- Ensure all documentation is appropriately recorded and stored.
- Ensure compliance with software licence requirements.
- Ensure compliance with the *State Records Act 2000* by ensuring corporate documents are recorded in the Shire's Record Management System.
- Carry out duties in accordance with the Shire's Code of Conduct, relevant legislation, policies, procedures and guidelines.

## Organisational:

- Contributes to the achievements of the Directorate generally.
- To undertake special projects within skill base and qualifications when required.

## Organisational Relationship/Context

<b>Reports to:</b>	Duty Manager Operations Supervisor Sport and Recreation Facilities Coordinator Manager Community Facilities
<b>Supervises:</b>	Patrons in the Aquatic area
<b>Internal Contacts:</b>	Other BRAC Staff
<b>External Contacts:</b>	User groups of BRAC Parks and Gardens General Public
<b>Performance Review:</b>	Probation period – first three months of employment Performance Appraisal conducted annually

## **Key Selection Criteria**

### **Essential:**

- Basic time management skills
- Sound customer service and interpersonal skills
- Sound supervision & problem solving skills
- Basic verbal communication & written skills
- Sound knowledge of First Aid & Rescue techniques
- Demonstrated experience working within an aquatic facility
- Sound knowledge of the Health Act, regulations and Local Laws applying to the maintenance and operation of a public swimming pool and recreation centre.
- Sound knowledge of the safety procedures and requirements for the handling of hazardous chemicals used for water treatment.

### **Qualifications and/or Training:**

- Pool Lifeguard Qualification or Pool Bronze Medallion
- First Aid Certificate including CPR
- Working with Children Check
- Police Clearance:
  - To be valid within last three months – It is a requirement of this position for an applicant to provide a National Police Certificate. This certificate remains the property of the applicant; however, a notation of sighting the original certificate will be kept on the employee's personal file.
  - Western Australian Applicants are to provide a National Police Certificate via WA Police. Interstate applicants are required to provide a Federal Police Certificate via the Australian Federal Police.