



Murrindindi
Shire Council

Position Description

Lifeguard

Professionalism Integrity Accountability Empathy





Murrindindi 2030 Vision

We are sustainable, vibrant and resilient.

We focus on growing our business opportunities.

Our communities are safe and connected, enjoying a healthy and productive lifestyle within our wonderful natural environment.

POSITION TITLE

Lifeguard

JOB NUMBER

86

CLASSIFICATION

Murrindindi Council Enterprise Agreement
Band 2

GROUP

Community & Development

DEPARTMENT

Community & Development Group

APPROVED BY

Manager Community Wellbeing

DATE

July 2023

Position Overview and Objective

Over summer Council's outdoor swimming pools become significant meeting places for the community providing social connection and enhancing swimming skills and water confidence levels. Council is committed to a high quality aquatic service for residents and visitors.

The Lifeguard is responsible for supervising the safety of patrons in the pool area as well as identifying and responding to potential risks and taking appropriate action to reduce those risks.

The objective of this position is to ensure that the operation of Council's aquatic facilities is of the highest quality, in order to provide a safe and enjoyable aquatic experience.

Key Responsibilities

- Lifeguarding duties, including the ability to maintain concentration for long periods, work outdoors in a variety of weather conditions and respond to emergency situations if needed.
- Ensure grounds and pool are maintained to a high standard across the season, troubleshooting and report issues as needed
- Interact with patrons in a positive and customer focused way.

- Ensure compliance with all Council policies including Code of Conduct and, regulations and legislation in relation to area of responsibility. This includes following EEO, OHS requirements listed in respective policies, and the Guidelines for Safe Pool Operations (GSPO) and Murrindindi Swimming Pool Operations Manual to ensure a safe and healthy work environment.
- Monitor water quality to ensure it meets standards set out in Health (Infectious Diseases) Regulations 2001 Part 7 Public Spa Pools and Public Swimming Pools and contact Aquatics Operations and Facility Supervisor or Recreation and Community Development Officer.
- Complete administration procedures including daily patron count, daily task lists, water testing log books,
- Perform duties as directed by the Aquatics leadership Team
- Communicate in an effective and timely way with Facility Supervisor and other Staff.

Hours of Work:

This is a casual position working in accordance with your roster (expected to average around 10-12 hours per week but may be up to 30 hours per week subject to availability), from early November to early March. Hours will be variable during the season with weekday, weekend, public holiday and occasional evening and early morning shifts. Some training will be required prior to the commencement of the position.

Organisational Relationship

Reports to:	Duty Manager
Supervises:	N/A
Internal Relationships:	Recreation and Community Development Officer Aquatic Operations and Facility Supervisor Assistant Aquatic Operations and Facility Supervisor Senior Duty Manager
External Relationships:	Community members

Key Selection Criteria

- Pool Lifeguard Qualification, obtainable for 16+ year olds. This qualification is not required on application, but successful applicants will be required to obtain this prior to commencing in the role.
- Level 2 First Aid.
- Working with children check.
- Police check (conducted by Council using CrimCheck for successful applicants).

Essential Position Requirements

The following section outlines requirements specific to this job.

Enterprise Agreement Ordinary Hours and Days Clause 16.2	Community Services employee
Drivers Licence / Ability to travel	Not required to perform this role
Physical Requirements	This role has specific physical requirements which may include a level of physical fitness or ability associated with tasks. May include manual handling activities, lifting of weights, bending, twisting, working at height, operating specialised equipment.
Psychological Requirements	All roles at Council have a public accountability and at times will be required to meet specified deadlines, general workload and completion demands and deal with some change that may be beyond the individual's personal control.
Checks	<p>Police / Criminal Record Check</p> <p>Yes – on commencement and during employment by self-disclosure obligation or at the direction of Council due to requirements of the position.</p> <p>Evidence of rights to work in Australia</p> <p>Required</p> <p>Working with Children Check</p> <p>Required to perform role due to direct work with children</p> <p>COVID Vaccination</p> <p>In accordance with Council policy</p>
Matters relevant to the above checks	Works with children / has access to child information
Information Technology Literacy	Basic knowledge and experience in computer literacy, using Microsoft Suite and other computer programs.
Work location conditions	Onsite – role is required to be performed on site (due to business needs and/or customer contact requirements)
Outside ordinary hours of work	Role is rostered and requires availability to work on call, outside or after-hours work or on weekends/public holidays
Qualifications / Registrations / Licences / Memberships	As per key selection criteria

Band 2

Accountability and extent of authority	<ul style="list-style-type: none"> • Perform broad tasks involving utilisation of developed skills. • Work individually or in a team under routine supervision. • Perform work within general guidelines but exercise discretion in the application of established practices and procedures. • May assist others in the supervision of work of the same or lower band. • Be responsible for and assure the quality of the work. • May assist in providing on-the-job training based on skill and experience.
Judgment and decision making	<ul style="list-style-type: none"> • Undertake work which is clearly defined with established procedures, well understood or clearly documented. • Use some originality in approach and apply solutions based on previous procedures and practices.
Specialist knowledge and skills	<ul style="list-style-type: none"> • Work to a plan • Where applicable, estimate and order materials, undertake basic administrative / professional skills.
Management skills	<ul style="list-style-type: none"> • Not applicable
Inter-personal skills	<ul style="list-style-type: none"> • Use oral communication skills and where appropriate written skills, with clients, members of the public and other employees.
Qualifications and experience	<ul style="list-style-type: none"> • Undertake relevant experience/on-the-job training appropriate to the requirements of work in this Band.

Murrindindi Shire Council acknowledges that Murrindindi Shire exists on Taungurung and Wurundjeri Woi-wurrung Country.

We hereby express our respect for the Taungurung people and the Wurundjeri Woi-wurrung people of the Kulin Nation as the Traditional Owners of the land that encompasses Murrindindi Shire.

Organisational Responsibilities

Code of Conduct - comply with and foster an environment where every employee can consistently meet the standards of behaviour that are outlined in the Code of Conduct. Report and address matters or concerns in a timely and appropriate manner.

Values – demonstrate and model Council’s values in all aspects of your role. These values are Professionalism, Integrity, Accountability and Empathy.

Customer Service – deliver excellent service at all levels including internal and external service delivery. Engage with customers and meet community expectations in ways that foster a positive experience and deliver services using simplified but effective processes.

Diversity, Equity and Inclusion – create a psychologically safe culture where everyone feels respected, heard, included and free to speak up.

Safeguarding children, young people and vulnerable community members – promote safeguarding actions, model expected behaviours, speak up and act, and foster communities that are safe and free from violence.

Workplace Health, Safety and Wellbeing – model and set expectations to ensure safe work practice and methods for all. Follow OHS policies and procedures, immediately report and take appropriate action regarding all hazards and incidents. Work in a manner that is safe for you or all others. Use personal protective equipment clothing or equipment (PPE), reduce risks and only perform safe tasks for which you are capable, competent, appropriately trained and where applicable licenced.

Environment & Sustainability – Champion sustainability and make associated behaviour changes that foster environmental protection and sustainability in all that Council does. Create positive impacts on the environment, including energy and water efficiency, recycling and avoiding waste, zero carbon transport and sustainable procurement.



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