



RECRUITMENT INFORMATION PACKAGE

Pool Operators / Lifeguards

Casual Expressions of interest.

Applications will be accepted until Close of Business on **Friday 30 October 2026**.

Enclosed is the following information to assist you in applying for the abovementioned position with the Shire of Bridgetown-Greenbushes.

- Copy of the advert calling for applications
- Position Description
- Information for Prospective Applications - includes information on how to submit an application.

If you have any queries regarding the position, please contact Careers on (08) 9761 0807 or via email to careers@bridgetown.wa.gov.au.

VACANCIES

Pool Operators / Lifeguards

Casual -Expressions of interest

About the role

The Shire of Bridgetown-Greenbushes is seeking expressions of interest from suitably experienced individuals for casual employment at the Bridgetown Leisure Centre for the upcoming pool season which operates from November to April. Two positions are available: Lifeguard and Pool Operator.

Lifeguard 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 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
- Provide effective supervision of all patrons and staff to ensure that the appropriate Shire by-laws and management objectives are met

Lifeguard Requirements:

- Pool Lifeguard Qualification
- 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)

Pool Operator Key Responsibilities:

- Assist with the day-to-day operation of the swimming pool
- Supervise lifeguards and maintain safe pool operations
- Monitor water quality and facility presentation
- Respond to emergencies and provide first aid where required

- **Deliver high-quality customer service**
- **Promote safe pool practices and enforce facility rules**

Pool Operator Requirements:

- **Pool Operator's Certificate of Competency**
- **Bronze Medallion**
- **Pool Lifeguard Qualification**
- **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)**

Why Join Us?

The Shire of Bridgetown-Greenbushes values innovation, collaboration and community.

As part of our team, you'll benefit from:

- 50% membership discount at the Bridgetown Leisure Centre
- 12% Superannuation plus 3% when an employee contributes 5%
- Salary Packaging available to all employees
- Working from home options available for the right candidate

At the Shire of Bridgetown-Greenbushes, we live our values:

- Welcoming – We foster inclusion and approachability
- Community Minded – We work collaboratively with and for our people
- Creative – We seek better ways through innovation
- Sustainable – We consider the future in every decision
- Cost-Effective & Accountable – We ensure value for our community

Applicants need to provide a resume and cover letter addressing the Selection Criteria in the Information Package.

For further information on this position, contact Steve Stock, Acting Manager People and Culture [on 9761 0807](tel:080797610807).

Applications close [on Friday 30 October 2026](#).

1.1 POSITION TITLE POOL OPERATOR

1.2 DEPARTMENT CORPORATE AND COMMUNITY DEVELOPMENT

1.3 AWARD COVERAGE AND CONDITIONS

- Local Government Officers' (WA) Award 2021
- Shire of Bridgetown-Greenbushes (Administration Staff) Collective Agreement 2023, level 6.

1.4 POSITION OBJECTIVES

- Responsible for the day to day operations of the Bridgetown Leisure Centre Aquatics Facility during the annual pool season (November – April).

1.5 OUR VALUES

We conduct ourselves in line with the values that the local community cares deeply about. Employees are to demonstrate behavior consistent with these values:

- 1. Welcoming**, friendly and inclusive.
- 2. Community minded**, showing respect, understanding and compassion for others, and working collaboratively with people in the local community for better outcomes.
- 3. Creative and innovative**, being open to new ways of doing things.
- 4. Sustainable** and resilient, carefully considering our options and making balanced choices to care for our community, planet and economy.
- 5. Cost effective** and accountable, providing good value for money.

1.6 KEY DUTIES & RESPONSIBILITIES

Aquatics Facility

- Manage the daily operation of the aquatics facility to provide patrons with a clean and safe environment.
- Supervision of Lifeguard staff.
- Uphold the by-laws, standards of public swimming pools, supervision, safety and comfort of all users when on duty.
- Follow standardised procedures pertaining to the safety and welfare of all staff and users.
- Ensure customers' requests are handled efficiently in a knowledgeable, confidential, polite and timely manner.
- Undertake supervision of pool patrons and user groups to ensure water safety in accordance with Shire and the Bridgetown Leisure Centre policies and procedures, Royal Life Saving Society Australia (RLSSA) guidelines for safe pool operation and industry standards and practices.
- Ensure that the highest standards of cleanliness and hygiene are always maintained throughout the facility.
- Proactively maintain all aquatic plant and infrastructure to a high standard, in conjunction with the maintenance service contractor.
- Respond to and immediately report to Coordinator Recreation & Leisure, any serious accidents or injury that may occur at the facility.
- Providing first aid, where necessary.
- Other duties as directed.

Work Health & Safety

- Ensure compliance with WHS legislation and Council policies, promoting a culture of work health and safety within the team and escalating significant issues to Executive Leadership Team where necessary
- Report all accidents, incidents and hazards.
- Conduct risk assessments and complete job safety analysis prior to the commencement of tasks where relevant.
- Eliminate and control hazards in the workplace using the hierarchy of controls.
- Complete required training to ensure all tasks are carried out in a manner to protect the safety of yourself, your colleagues and the general public.

1.7 ORGANISATIONAL RELATIONSHIPS

Reporting to: Coordinator Recreation & Leisure

Supervision of: Lifeguards

Internal: Shire Staff

External: Members of the public

1.8 POSITION REQUIREMENTS / SELECTION CRITERIA (BOTH ROLES)

Skills and Experience

Desirable Essential

- | | | |
|---|---|---|
| - | ✓ | Demonstrated ability to establish rapport and maintain strong and productive working relationships. |
| - | ✓ | Demonstrated ability to effectively manage time, plan and set priorities, and organise own work to achieve individual and department objectives within agreed timeframes. |
| - | ✓ | Demonstrated ability to establish and maintain positive relationships with community and recreation groups, and the general public to reach effective outcomes. |
| - | ✓ | Flexible working hours and days. |
| - | ✓ | Demonstrated ability to multi-task and prioritise duties according to available resources. |
| - | ✓ | Demonstrated ability to be self-motivated and work unsupervised. |
| - | | Demonstrated ability to communicate effectively (written and verbal) |
| - | | |

Qualifications, Training, and Licenses

Desirable Essential

- | | | |
|---|---|--|
| ✓ | - | Working With Children Check Certificate (WA). |
| - | ✓ | Minimum C Class driver's license. |
| - | ✓ | Senior First Aid Certificate/CPR |
| ✓ | - | Advanced Resuscitation Certificate |
| - | ✓ | Pool Lifeguard Certificate (RLSSA) with a minimum of 2 years' experience |
| ✓ | - | Group 1 Aquatic Facility Pool Operators Certificate. |

General Physical Requirements

Assessment of employee fitness to successfully perform the essential functions of the position will include consideration of the following requirements:

	Mainly	Frequently	Occasionally	N/A		Mainly	Frequently	Occasionally	N/A
Stand	☐	☐	☐	☐	Climb/Balance	☐	☐	☐	☐
Walk	☐	☐	☐	☐	Crouch/Kneel	☐	☐	☐	☐
Sit	☐	☐	☐	☐	Talk/Hear	☐	☐	☐	☐
Handle	☐	☐	☐	☐	Taste/Smell	☐	☐	☐	☐
Reach	☐	☐	☐	☐					

At all times while performing the duties of the position, the employee is required to undertake those duties in accordance with safe work practices.

POSITION DESCRIPTION

1.9 POSITION TITLE LIFEGUARD

1.10 DEPARTMENT CORPORATE, ECONOMIC AND COMMUNITY DEVELOPMENT

1.11 AWARD COVERAGE AND CONDITIONS

- Local Government Officers' (WA) Award 2021
- Shire of Bridgetown-Greenbushes (Administration Staff) Collective Agreement 2023, level 3.

1.12 POSITION OBJECTIVES

Responsible for supervising pools to provide a safe environment for patrons of the Bridgetown Leisure Centre Aquatics Facility during the annual pool season (November – April).

1.13 OUR VALUES

We conduct ourselves in line with the values that the local community cares deeply about. Employees are to demonstrate behavior consistent with these values:

6. **Welcoming**, friendly and inclusive.
7. **Community minded**, showing respect, understanding and compassion for others, and working collaboratively with people in the local community for better outcomes.
8. **Creative and innovative**, being open to new ways of doing things.
9. **Sustainable** and resilient, carefully considering our options and making balanced choices to care for our community, planet and economy.
10. **Cost effective** and accountable, providing good value for money.

1.14 KEY DUTIES & RESPONSIBILITIES

Aquatics Facility

- Uphold the by-laws, standards of public swimming pools, supervision, safety and comfort of all users when on duty.
- Follow standardised procedures pertaining to the safety and welfare of all staff and users.
- Liaise with Pool Supervisor and staff on all aspects of risk management.
- When necessary, take precautionary action to overcome elements of risk.
- Maintain good public relations with casual and regular users of the facility.
- Embrace the Customer Service focus of the Shire.
- Collaborate with other staff members when required to complete assigned tasks and on other occasions where necessary.
- Report any breakdowns or faulty equipment to the Pool Supervisor.
- Maintain clean and tidy:
 - Pool and pool surrounds
 - Change areas
 - All public spaces
 - Storerooms / Equipment

Work Health & Safety

- Ensure compliance with WHS legislation and Council policies, promoting a culture of work health and safety within the team and escalating significant issues to Executive Leadership Team where necessary
- Report all accidents, incidents and hazards.
- Conduct risk assessments and complete job safety analysis prior to the commencement of tasks where relevant.
- Eliminate and control hazards in the workplace using the hierarchy of controls.
- Complete required training to ensure all tasks are carried out in a manner to protect the safety of yourself, your colleagues and the general public.

1.15 ORGANISATIONAL RELATIONSHIPS

Reporting to:	Coordinator Recreation & Leisure
Supervision of:	Nil
Internal:	Shire Staff
External:	Members of the public

1.16 EXTENT OF AUTHORITY

Operates under the supervision of the Pool Supervisor within the limits of statutory requirements, Council policies and delegated authority.

INFORMATION FOR PROSPECTIVE APPLICANTS

Thank you for your interest in the position advertised by the Shire of Bridgetown-Greenbushes. To assist you in submitting your application, please take the time to read the following information.

Equal Employment Opportunity

The Shire of Bridgetown-Greenbushes is an equal opportunity employer. All applications for a position will be assessed against the criteria included in the Position Description.

Completing your Application

Your application should include the following:

1. A **covering letter** stating why you are applying for the position.
2. A **resume or curriculum vitae** which includes your relevant personal details, qualifications, work history, education and professional memberships. Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history give a brief summary of the duties and responsibilities for each of the positions.
3. A brief summary addressing the selection criteria, focusing on skills and experience related to each component.
4. **Names and contact details of at least two (2) referees** should be included in your resume or curriculum vitae. Referees may be contacted to verify your claims in relation to your prior work performance. **DO NOT SUBMIT ORIGINAL COPIES OF REFERENCES.**
5. **Photocopies of your qualification(s) or academic records** of current studies should be attached to your application. **DO NOT SUBMIT ORIGINAL CERTIFICATES OF YOUR QUALIFICATIONS OR ACADEMIC RECORDS.**

Please note all applications received will become the property of the Shire of Bridgetown-Greenbushes and cannot be returned to unsuccessful applicants.

Lodging your Application

Applications will be accepted via email to careers@bridgetown.wa.gov.au or via Seek

Queries

If you have queries with regards to completing your application, please contact Careers on (08) 9761 0807 or careers@bridgetown.wa.gov.au

For information on the Shire of Bridgetown-Greenbushes, visit our website www.bridgetown.wa.gov.au