

POSITION DESCRIPTION

- 1. POSITION TITLE** LIFEGUARD/ RECREATION OFFICER
- 2. DEPARTMENT** CORPORATE AND COMMUNITY DEVELOPMENT
- 3. AWARD COVERAGE AND CONDITIONS**

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

4. 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).

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.

6. 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

Recreation

- Delivery of a variety of sport/recreation activities and programs.
- Delivery of Facility Programs.
- Assist with front counter duties including: answering telephone, entry fee collection, members entry requirements, and general enquiries.
- Clean facility including the mezzanine, gymnasium and sports courts.
- 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.

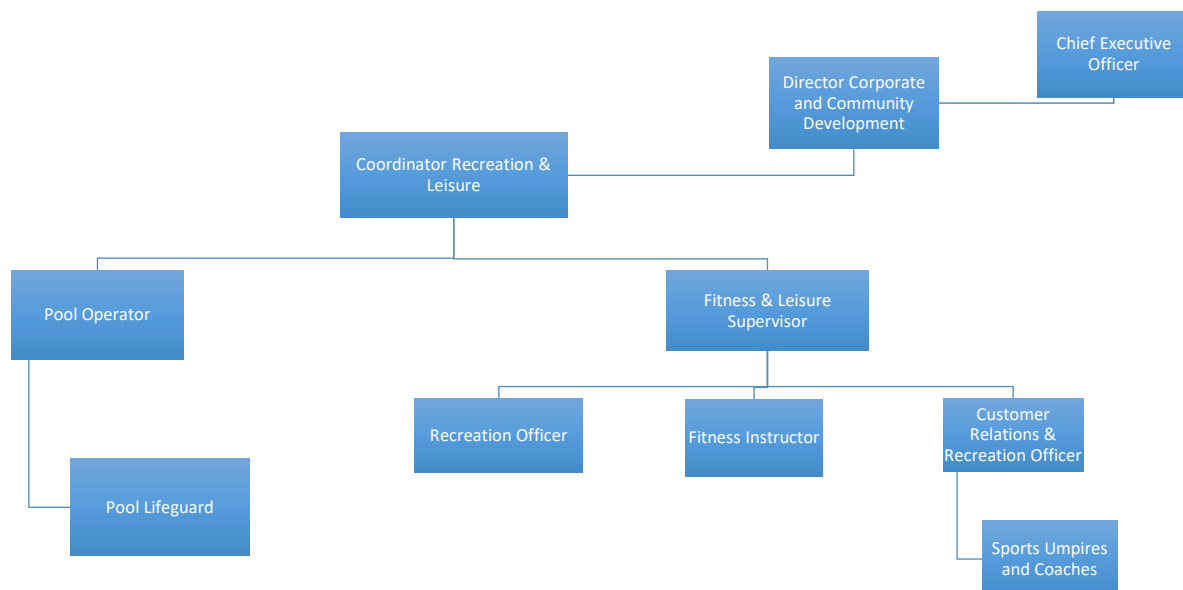
7. ORGANISATIONAL RELATIONSHIPS

Reporting to: Coordinator Recreation & Leisure

Supervision of: Nil

Internal: Shire Staff

External: Members of the public



8. EXTENT OF AUTHORITY

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

9. POSITION REQUIREMENTS / SELECTION CRITERIA

Skills and Experience

Desirable	Essential	
-	✓	Demonstrated ability to establish rapport and maintain strong and productive working relationships.
-	✓	Demonstrated excellent interpersonal skills and delivery of outstanding customer service.
-	✓	Demonstrated ability to multi-task and prioritise duties according to available resources.
-	✓	Flexible work hours and days.
-	✓	Demonstrated ability to be self-motivated, work unsupervised or in a team
-	✓	Excellent interpersonal skills and delivery of outstanding Customer Service.
-	✓	Demonstrated ability to communicate effectively (written and verbal)

Qualifications, Training, and Licenses

Desirable	Essential	
✓	-	Working With Children Check Certificate (WA).
✓	-	Certificate II in Sport & Recreation.
✓	-	Minimum C Class driver's license.
✓	-	Senior First Aid Certificate/ CPR.
✓	-	Pool Lifeguard Certificate (RLSSA) with a minimum of 2 years' experience

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Climb/Balance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crouch/Kneel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Talk/Hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Taste/Smell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

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

10. SIGNATURES

I, THE UNDERSIGNED, AS THE INCUMBENT OF THIS POSITION, CONFIRM I HAVE READ THE POSITION DESCRIPTION UNDERSTAND ITS CONTENT AND AGREE TO BE EMPLOYED IN ACCORDANCE WITH THE REQUIREMENTS AS DETAILED IN THIS POSITION DESCRIPTION.

I ACKNOWLEDGE THE POSITION DESCRIPTION PROVIDES A GENERAL OVERVIEW OF THE KEY RESPONSIBILITIES OF THIS POSITION AND THAT I MAY BE REQUIRED TO PERFORM OTHER DUTIES WITHIN THE SCOPE OF MY ABILITY THAT ARE NECESSARY TO FULFIL THE OBJECTIVES OF THE ROLE.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____