



### Living our corporate values ...

**Community Focused**

**Show Integrity**

**Encourage Innovation**

**Be Caring & Respectful**

**Commitment to Safety**

**Value Teamwork**

... to deliver progress and value to our community

## Senior Life Guard

PD Version – November 2017

Next Review – November 2020

### Position Details

**POSITION NO:** 500 140, 500 246, 500 142, 500 293

**DEPARTMENT:** Works & Services, Facilities

**POSITION LOCATION:** Parkes

**EMPLOYMENT STATUS:** Seasonal Part Time

**REPORTING TO:** Parkes Pool Coordinator

**NO. OF DIRECT REPORTS:**

**BAND/LEVEL:** Operational Band 1, Level 3

**SALARY SYSTEM GRADING:** Grade 6

**ALLOWANCES** Adverse Working Conditions Allowance

### Purpose of the Position

To provide supervision to safeguard swimming pool patrons in various water areas and depths of swimming pools, and to ensure the proper use of the pool area.

To contribute to effective management of the Parkes Shire Swimming Pools, ensuring at all times, that health and safety standards are met and the facilities are well presented and maintained.

### Position Responsibilities

- Undertake vigilant lifeguard duties and keep appropriate supervision records
- Undertake water testing and maintain water quality and keep appropriate records
- Ensure facilities are clean and well maintained
- Cooperate and communicate with the work team effectively
- To undertake other duties as required by Parkes Shire Council, within the scope of the person's capabilities, knowledge and experience



### Position Skill Descriptors – Grade 6

- Required to regulate own work in accordance with standard procedures under general supervision
- Required to address problems with supervisor/team leader with reference to established procedures or precedent and other relevant staff
- Required to respond verbally to routine enquiries and complete standard forms
- Required to cooperate with co-workers and assist with other's work where necessary

### Position Qualifications and Experience Requirements

#### Qualifications:

- Current and maintained NSW Driver's Licence
- Current First Aid qualification
- Lifeguard Licence

#### Experience:

- Minimum of 1 years relevant work experience
- Must pass and maintain a Working With Children Check

*This training and other training required for this position is specified with the Learning Plan for the position.*

### Position Delegations

This position has the following **internal** delegations:

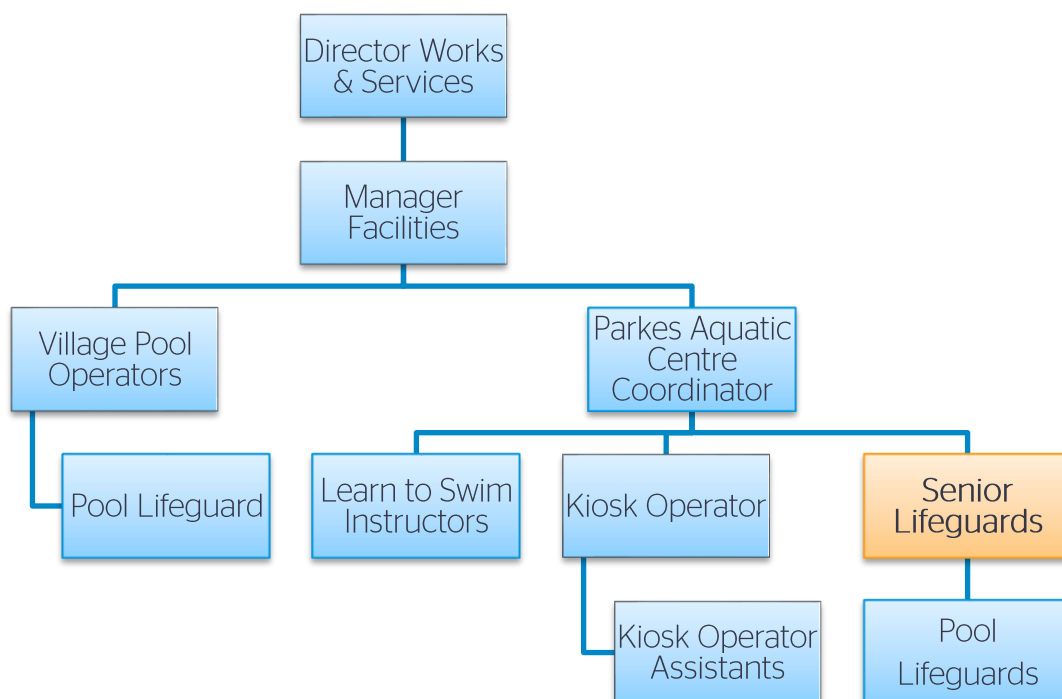
- Work Health and safety



### WHS Responsibilities

Key Responsibility	Performance Requirements
To comply with all Council safety policies and procedures including applicable SWMSs, SOPs or Project/ Event Safety Management Plans	<ul style="list-style-type: none"> <li>+ Work in a safe manner without risk to themselves, others or the environment.</li> <li>+ Follow established and communicated safe work procedures at all times (this includes any permit requirements for high risk work).</li> <li>+ Report all incidents, hazards, injuries, illness or property damage, theft or loss.</li> <li>+ Participate in agreed WHS consultation arrangements</li> <li>+ Participate in site inspections, site risk assessments (WASPs) or incident investigations as requested.</li> <li>+ Seek assistance/clarification if unsure of WHS rules or procedures.</li> <li>+ Report any faulty tools or plant.</li> <li>+ Correctly use and maintain all personal protective equipment provided as required.</li> <li>+ Complying with emergency and evacuation procedures.</li> <li>+ Participate in any required WHS training or induction.</li> <li>+ Follow any verbal directions given by any Parkes Shire Council employee with regard to WHS.</li> <li>+ Participate in WHSMS review activities as required/requested.</li> </ul>

### Organisational Relationships





### Physical Requirements

<b>Neck Movement</b> (looking up, down, sideways)	4	<b>Dust</b> (expose airborne material ie. Dust)	1
<b>Reaching</b> (above shoulder height, forward/side extended)	3	<b>Gas / Fumes</b> (Working with gases or fumes)	2
<b>Hand/Arm Movements</b> (stacking, reaching, mopping, tool use)	3	<b>Liquids</b> (Tasks involve working with liquids which may cause skin irritations if contact is made with the skin)	4
<b>Bending/Twisting</b> (forward/ backward bending or twisting at waist)	4	<b>Noise</b> (Tasks involve exposure to high noise environments, and hearing protection is required to be worn)	2
<b>Kneeling/Squatting</b>	3	<b>Lighting</b> (Tasks involve working in dark or visually-poor environments)	2
<b>Leg Movements</b> (operate machinery)	2	<b>Temperature</b> (Task involve working in extremes of temperature - hot or cold)	5
<b>Standing</b> (upright without moving)	4	<b>Confined Space</b> (confined spaces work)	2
<b>Driving</b> (operate any mobile plant)	1	<b>Radiation</b> (Tasks involve magnetic or radiation sources)	1
<b>Walking</b> (even surfaces)	4	<b>Hazardous Substances</b> (Tasks involve working with hazardous substances)	4
<b>Walking</b> (uneven surfaces)	3	<b>Meeting Deadlines</b>	3
<b>Walking</b> (walking while manual handling object)	2	<b>Conflict Resolution</b>	4
<b>Walking</b> (up or down steep slopes)	1	<b>Sitting for extended periods</b>	1
<b>Climbing</b> (in and out of plant/car)	1	<b>Dealing with people</b>	5
<b>Climbing</b> (stairs, ladders, scaffolding)	2	<b>Underground Work</b>	1
<b>Manual Handling</b> (Tasks involve manual handling of objects - lifting, lowering, carrying, pushing, pulling, restraining)	3	<b>Personal Protective Equipment</b>	5
<b>Sight</b> (Use of sight as an integral part of task performance eg. Dark, fine detail)	4	<b>Manual Dexterity</b> (Tasks involve fine motor hand/finger use, including pinching, fine manipulation, keyboard use and writing)	3
<b>Sight</b> (Ability to discriminate between colours)	3	<b>Manual Dexterity</b> (Gross motor hand use; Gripping, holding, clasping)	3
<b>Hearing</b> (Effective hearing ability as an integral part of task performance)	4	<b>Task involves working in an awkward positions</b> Eg:	2
<b>Smell</b> (use of smell senses as an integral part of task performance)	2	<b>Cardiovascular Fitness level required for position</b>	3
<b>Balance</b>	4		

Keys	
	General Demands
	Sensory Demands
	Environmental Factors
	Other Demands
	Manual Handling
	Cardiovascular Fitness

Measures				
#	Physical		Manual Handling	Cardiovascular Fitness
1	Not applicable	<i>Not Relevant to this position</i>		
2	Occasional	<i>Task is performed for 0-33% of the day</i>	Light	Low (sedentary)
3	Frequent	<i>Task is performed for 34-66% of the day</i>	Moderate	Medium
4	Constant	<i>Task is performed for more than 66% of the shift</i>		
5	Repetitive	<i>Work cycle is repeated &lt; 30 sec &amp; performed for &gt; 60min</i>	Heavy	High (constantly on feet, repetitive physical work)



## Senior Life Guard

*The Position Description for this role should be reviewed and discussed with your Manager. Following the review, the PD should be signed, reflecting your understanding and acceptance of the role and responsibilities. The document should then be returned to the Human Resources Section.*

### Position Incumbent

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Supervisor

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Director

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*This position description presents the major responsibilities required for this job title. Individual positions may require the performance of additional duties as assigned that are within the limits of the employee's skill, competence and training*