



## POSITION DESCRIPTION

### LIFEGUARD

<b>Department:</b>	<b>Urban Services</b>
<b>Reports to:</b>	<b>Supervisor Pools</b>
<b>Location:</b>	<b>Various</b>
<b>Grade:</b>	<b>5</b>

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#### COUNCIL OVERVIEW

Warrumbungle Shire is a local government area in the central western region of New South Wales. The Shire is traversed by the Newell Highway and the Golden Highway. Warrumbungle National Park, Coolah Tops and Siding Spring Observatory are major tourist attractions for the Shire. Indigenous history, traditions and culture are recognised as important aspects of Warrumbungle Shire, which was traditionally built on agricultural pursuits with the early establishment of wool growing and beef cattle production followed by cereal cropping and today a burgeoning vine growing and horticultural industry.

The Shire is also a meeting place for the nations of our traditional owners and custodians of the land. The northern part of the shire is home to the Gamilaraay people while the southern part of the shire is home to the Wiradjuri people. The nations of the Weilwan and Kawambarai (Werriri) come into the Shire on the western border.

#### COUNCIL VALUES

The guiding principles of honesty, integrity, fairness and compassion form the spirit of the team along with respect, transparency, passion, trust and opportunity is how Warrumbungle Shire Council strengthens its working environment to deliver on the aspirations of our community.

#### PRIMARY PURPOSE OF THE POSITION

To ensure

- that public safety is maintained at all times
- the smooth running of Council's swimming pools
- the pools are operated at a high level of efficiency
- compliance with health standards
- effective maintenance of amenities, grounds, and pool infrastructure

#### KEY ACCOUNTABILITIES

Within the area of responsibility, this role is required to:

- Monitor and maintain pool quality
- Operate filtration and chemical dosing equipment
- Supervise pool patrons

- Maintain a safe and hygienic work environment and pool area
- Collection, reconciliation and banking of income
- Operate small plant
- Maintain hygiene and cleanliness of facility amenities
- Monitor and maintain pool facilities and plant
- Maintain grounds and gardens
- Control activities to maintain a safe recreation environment
- Administer first aid/resuscitation as required
- Advise patrons on personal sun protection and UV exposure
- Keep written records
- Monitor kiosk operators to ensure compliance with Council policies and procedures
- Order materials required for safe operation of pools in accordance with Council's ordering procedures
- Take bookings and ensure payment for organised pool use/activities (eg swimming carnivals, learn to swim, private functions)
- Work with community interest groups in positive fashion to optimise service levels within Council policy and procedures

**This is not an exhaustive list of duties, and the job holder may be required to undertake other duties that are within the limits of the employee's skill, competence and training.**

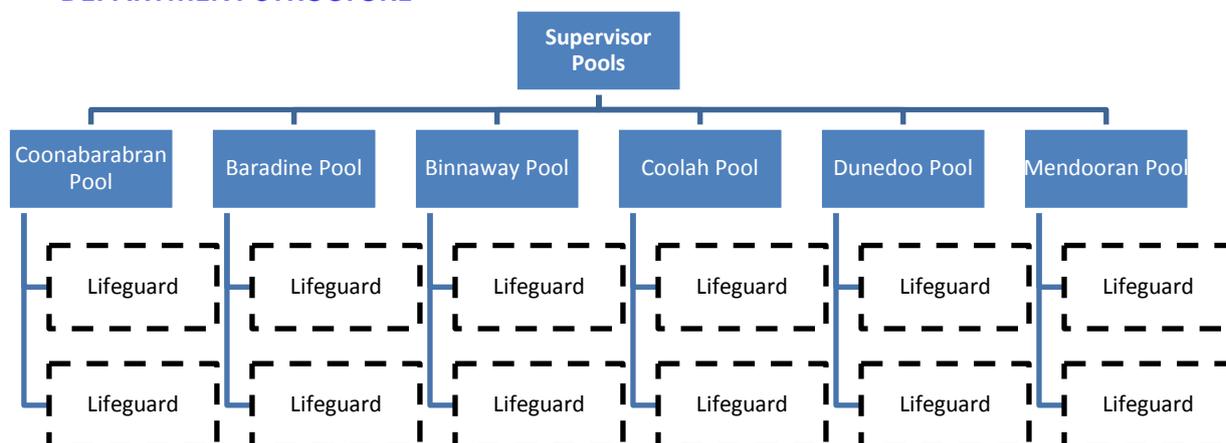
### **ESSENTIAL REQUIREMENTS**

- 1 Commitment to Council's Mission, Values and Code of Conduct.
- 2 Understanding of work health and safety (WHS) in the workplace and commitment to a positive contribution to WHS in the workplace and compliance with Council and legislative requirements.
- 3 Working with Children Check for paid employment
- 4 Pool Lifeguard Certificate or ability to obtain same prior to commencement of duties
- 5 Current First Aid Certificate
- 6 Current Senior Resuscitation Certificate or equivalent
- 7 Proven work ethic and ability to provide excellent customer service
- 8 Proven ability to resolve conflict
- 9 Physically fit for the tasks of the job
- 10 Good oral and written communication skills and an approachable manner
- 11 Ability to work alone or under limited supervision to an agreed standard
- 12 Proven ability to remain calm in an emergency/life threatening situation
- 13 Class C NSW Drivers Licence.

### **DESIRABLE REQUIREMENTS**

- 1 Certificate III in Aquatic Operations
- 2 Minimum 1 year's experience as a lifeguard in a public pool
- 3 Chemical Handling certification or equivalent

## DEPARTMENT STRUCTURE



## CAPABILITIES FOR THE ROLE

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government, ie. “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at [www.lgnsw.org.au/capability](http://www.lgnsw.org.au/capability).

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
	Manage Self	Intermediate
	<b>Display Resilience and Adaptability</b>	<b>Intermediate</b>
	Act with Integrity	Foundational
<b>Personal attributes</b>	Demonstrate Accountability	Intermediate
	Communicate and Engage	Foundational
	<b>Community and Customer Focus</b>	<b>Foundational</b>
	Work Collaboratively	Foundational
<b>Relationships</b>	Influence and Negotiate	Foundational
	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
<b>Results</b>	<b>Deliver Results</b>	<b>Foundational</b>
	Finance	Foundational
	<b>Assets and Tools</b>	<b>Foundational</b>
	Technology and Information	Foundational
<b>Resources</b>	Procurement and Contracts	Foundational

## Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Display Resilience and Adaptability	Intermediate	<ul style="list-style-type: none"><li>Adapts quickly to changed priorities and organisational settings</li><li>Welcomes new ideas and ways of working</li><li>Stays calm and focused in difficult situations</li><li>Perseveres through challenges</li><li>Offers own opinion and raises challenging issues</li></ul>
<b>Relationships</b> Community and Customer Focus	Foundational	<ul style="list-style-type: none"><li>Shows awareness that he/she is working for the community</li><li>Shows respect, courtesy and fairness when interacting with customers and members of the community</li><li>Listens and asks questions to understand customer/community needs</li><li>Informs customers of progress and checks their needs are being met</li></ul>
<b>Results</b> Deliver Results	Foundational	<ul style="list-style-type: none"><li>Takes the initiative to progress work tasks</li><li>Clarifies work required and timeframe available</li><li>Identifies what information/resources are needed to complete work tasks</li><li>Checks own work for accuracy, quality and completeness</li><li>Completes tasks under guidance, on time and to the required standard</li></ul>
<b>Resources</b> Assets and Tools	Foundational	<ul style="list-style-type: none"><li>Uses core work tools and equipment effectively</li><li>Takes care of work tools, equipment, accommodation and community assets</li></ul>

## CONDITIONS OF WORK

Council employees work according to conditions provided under the Local Government (State) Award and Council's policies and systems, including but not restricted to:

- Council's Salary System
- Council's Code of Conduct
- Equal Employment Opportunity
- Drug and alcohol testing.

### Work Health and Safety

All employees are required to participate in maintaining a safe workplace, and cooperate with Council's WHS Policy and Programmes to ensure their own health and safety and the health and safety of others in the workplace.

### Working with Children Check and Criminal History Check

The successful applicant will need to provide a relevant Working with Children Check clearance prior to being employed. A satisfactory Criminal History Check is also a requirement for this position.

### **Privacy and Confidentiality**

Council employees are often privy to confidential and sensitive information. In addition, Council collects personal information from clients for purposes covered within the Privacy and Personal Information Protection Act 1998. This information cannot be used for any purpose other than that which is specifically authorised by the client at the time of collection. Nor can this information, or any impressions gained in the process of interaction with the client, be given either verbally or in any written or electronic form, to any other person other than those duly authorised by Council's Privacy Contact Officer.

It is a condition of employment not to discuss, or disclose by other means, information which may breach privacy legislation, Council's Privacy Management Plan, or bring harm to clients or customers of Council, or which may bring Council into disrepute. Breaches of this condition will be dealt with in accordance with the Disciplinary Procedures Clause of the of the Local Government (State) Award.

### **Hours of Work**

Lifeguards are expected to carry out duties on a roster basis according to pool opening times, which requires availability for weekdays and/or weekends.

For works located 3 km or more from the depot, staff may be required to start on the job (ie be at the work site rather than the depot at the starting time). Staff may also be required to finish on the job (ie at the work site). Where a lifeguard is required to work at a pool that is not their usual location a travel allowance will be paid and other travel arrangements will be as approved by the Manager Urban Services.

### **Timesheets**

It is Council's policy to pay wages upon the presentation of a weekly timesheet which is to be lodged by **10.00am each Friday**. Wages are paid one week in arrears, however failure to comply with this requirement may result in wages being paid in a subsequent pay period.

### **Progression**

Salary progression is based on a competency assessment document. Assessments are conducted after six (6) months employment and thereafter annually on 1 August or on request.

### **Superannuation**

Council pays the amount required by the Superannuation Guarantee Scheme on behalf of every employee into their preferred superannuation provider. Superannuation is paid weekly to Local Government Super on all earnings. All other funds are paid quarterly, on earnings exceeding \$450 per month, as required by the Australian Taxation Office.

### **Training**

To encourage applicants, Council will provide Lifeguard training at Council's expense for successful candidates that do not possess current Lifeguard Certification. Training will be scheduled around September 2020 for successful applicants wishing to take up this opportunity (dates to be confirmed).

Council provides leave for training and study purposes, based upon the employee's professional development and Council's long term needs as determined by its training plan.

### **Smoke-Free Workplace**

Council's workplaces and vehicles are smoke-free zones. Children's Services based at Bandulla Street and Robertson Street campuses are smoke free to the property boundary, as are Council's swimming pools. Smokers must move a minimum of four (4) metres from doorways into buildings and dispose properly of waste.

**Health Monitoring Requirements**

This position has the following health monitoring requirements as part of Council's Health Monitoring Procedure and WHS requirements.

***Hepatitis A/B******Pre-employment***

Blood test for immunity. Immunisation if required, followed by blood test within 12 months and further booster if recommended by medical practitioner.

***Hearing******Pre-employment***

Audiometric testing within three months of commencement

***Every two years***

Audiometric testing

**Council Induction**

Before commencing duties all workers must complete a Council induction.

**Camera Surveillance and GPS tracking**

Camera surveillance has been installed in and on Council-owned buildings and in some public spaces in the Council area. Signage is installed to indicate camera locations. GPS tracking has been, or may be, installed, in commuter use vehicles; plant and trucks; small plant; general fleet and leaseback vehicles. All vehicles and plant with GPS tracking installed have an identifying sticker attached. Camera surveillance and GPS tracking is continuous and ongoing.