



Position Specification

Position Title:	Lifeguard
Unit:	Ryde Aquatic Leisure Centre
Reports To:	Coordinator Operations - RALC Duty Manager in absence of Coordinator Operations
Accountable To:	Centre Manager
Position Grade:	Grade 3

Prepared By:	Andrew Sallaway
Approved By:	Paul Hartmann
Employees Signature:	

BUDGET

Direct	
Operating Expenditure:	0
Capital Expenditure:	0
Indirect	
Operating Expenditure:	0
Capital Expenditure:	0
Delegated Purchasing and Payment Limit	0
Staffing	
No. of Staff (Direct Reports)	0
No. of Staff Monitoring (Indirect Reports)	0

PRIMARY OBJECTIVES

- Provide and maintain a safe and efficient environment for patrons and staff
- Comply with relevant legislation & regulations
- Support opportunities to increase programs and use to meet Council and community expectations
- Ensure and efficient and effective service is provided by Pool Attendants
- Provide competent first aid and resuscitation as required.
- Assist the Duty Manager with any plant operation requests
- Assist in developing work place procedures
- Ensure all workplace procedures and instructions for controlling risk are followed.

- Ensure all incidents and near misses are recorded in accordance with the City of Ryde's Incident / Hazard Reporting and Investigation Policy.

KEY ACCOUNTABILITIES

- Supervise customers and ensure all Centre rules are adhered to at all times
- Prepare venues and equipment for programs and activities as directed
- Maintain a constant lifeguard presence at all times
- Perform lifesaving as required
- Render first aid or CPR as required
- Accurately conduct water tests as requested
- Report any irregularities with water chemical readings to the Duty Manager immediately
- Adhere to all work procedures
- Assist in maintaining the cleanliness of the facility at all times.

OCCUPATIONAL HEALTH AND SAFETY RESPONSIBILITIES

You are required to perform your duties in accordance with this Position Specification, City of Ryde policies procedures and instructions and work method statements where appropriate. You are also responsible for the following:

Occupational Health & Safety

- reporting all injuries/illnesses, incidents, hazards, potential hazards, near misses and damage to City of Ryde property to your Team Leader;
- performing your duties in a safe manner so as not to put yourself or others at risk of harm;
- actively participating in OHS training when required;
- wearing Personal Protective Equipment (PPE) in the prescribed manner and when specified;
- taking care of any plant or equipment that they use;

Injury Management

- If injured at work, cooperating and participating with any injury management program and return-to-work plans (if applicable);
- If injured at work, complying with obligations imposed under the injury management and return-to-work plans (if applicable);

Risk Management

- Maintaining all tickets, licences, operative training etc required for the job either by legislation or through City of Ryde policies and procedures and advise Team Leaders of any change to these;
- participating in workplace inspections if required;
- participating in risk assessments with their Team Leader when required.

EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES

As a staff member

You have the **right** to:

- a workplace that is free from unlawful discrimination and harassment;
- fair practices and behaviour in your workplace;
- competitive merit-based selection processes for recruitment or promotion;
- training and development that enables you to be productive in your work and to pursue a career path;
- equal access to benefits and conditions; and
- fair processes to deal with work related complaints and grievance.

You have the **responsibility** to:

- work to the best of your ability and provide quality service to customers;
- recognise the skills and talent of other staff members;
- act to prevent harassment and discrimination against others in your workplace;
- respect differences among your colleagues and customers such as cultural and social diversity;
- treat people fairly (don't discriminate against or harass them); and
- work in keeping with the City of Ryde's EEO Management Plan and other EEO Policies.

SELECTION CRITERIA

Essential

- Extensive and proven lifeguard experience
- Current Pool Lifeguard Certificate
- Current Senior First Aid Certificate
- Excellent oral communication and interpersonal skills (for all levels)
- Strong customer focus and service ethic
- Demonstrated ability to educate and instruct patrons on behaviour and safety
- Ability to work effectively under pressure
- Must be assertive, reliable, motivated and have a eye for detail
- Ability to work independently and as part of a team
- High level of flexibility and adaptability
- Demonstrated commitment to OHS and EEO principles and practices

Desirable

- Knowledge of Fire Control Management
- Knowledge of Fire / Safety Evacuation procedures
- Knowledge of Water Testing