



# MOUNT ISA CITY COUNCIL POSITION DESCRIPTION

<b>POSITION:</b>	Senior Lifeguard
<b>EMPLOYMENT STATUS:</b>	Full-time
<b>AWARD CLASSIFICATION:</b>	Yard 2 Queensland Local Government Industry (Stream B) Award – State 2017 in conjunction with Mount Isa City Councils Certified Agreement
<b>DEPARTMENT:</b>	Economic and Community Development
<b>SECTION:</b>	Splashz Aquatic Centre

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## POSITION OBJECTIVE

Assist with adherence to relevant statutory regulations and codes of practice whilst also ensuring the provision of appropriate and vigilant supervision of all water space in a safe, professional and friendly manner and supporting the safe and healthy operation of the Centre for the patrons, then general public and Centre staff at all times.

The Aquatic Centre is open 7 days a week and the hours of work may be rostered from Monday to Sunday inclusive (including early morning & evening work, public holidays and weekends). The incumbent will need to work flexible hours (including weekend work), which caters for the needs and operation of the Centre;

## ORGANISATIONAL RELATIONSHIPS

Reports to: Coordinator Splashz

Supervises: Lifeguards based on operational requirements

## REQUIREMENTS OF THE POSITION

### Skills, Knowledge and Experience

- Demonstrated ability to provide accurate and timely advice to customers in a pleasant and helpful manner;
- Proven ability to work as a team member with all employees;
- Sound experience in the provision of customer service;
- Sound knowledge of the conducting of water chemistry tests as required by the Regulations; and
- Sound knowledge of the safety procedures and requirements of the handling of hazardous chemicals used for water treatment.

### Qualifications

Essential:

- Current First Aid Certificate;
- Current Bronze Medallion;
- Current CPR and Oxygen Resuscitation Certificate;
- Current Pool Lifeguard Certification;
- Current Working with Children Card (Blue Card)

Desirable:

- Current "C" class manual Drivers Licence or ability to acquire a licence prior to commencing in the role.
- Pool Plant Operators certificate

### Training

- Must be willing to undertake and successfully complete training deemed essential for the position in accordance with Councils Training Matrix.

### **KEY RESPONSIBILITIES**

This position is responsible for the following areas and includes but is not limited to:

- Assist the Coordinator with the day-to-day operations of Splashez Aquatic Centre Facility.
- Supervise and mentor the facility team to meet operational requirements.
- Assist in maintaining systems to ensure highest quality water treatment at all times which will include appropriate water testing, plant maintenance and the retaining of such records. Reporting any faults or variations to the Aquatic Facilities Manager immediately.
- Ensure the water space at the Centre is supervised in a reliable, safe, professional and friendly manner.
- Monitor and participate, when required, in the cleaning, maintenance and gardening schedules including regular audit checks of standards.
- Monitor or participate, when required, in the Café Operations which can include, financial transactions, cash handling, receipting and banking processes in accordance with established procedures.
- Such other relevant duties as required from time to time which would generally fall within the scope of this position.
- You are expected to be available to carry out reasonable overtime and participate in an on-call roster.
- Follow any other lawful and reasonable directives provided by your Supervisor or more Senior Officer.
- Monitor or participate, when required, in the Café Operations which can include, financial transactions, cash handling, receipting and banking processes in accordance with established procedures.
- Ensure all work is carried out in accordance with the obligations detailed in the Workplace Health & Safety Act & Regulations.
- In accordance with the Council's SafePlan, an employee must ensure that they do not place themselves or others at risk of injury or illness. This obligation will be met by.
- Cleaning and gardening tasks may be required upon request/need;
- Adhering to WH&S obligations and adopt sound work practices.
- Following all safe working procedures and practices designed for the work.
- Eliminating, reporting or advising the supervisor to avoid, eliminate or minimise potential hazards when they become aware of a potentially hazardous work-related condition or practice.
- Ensuring that instructions to protect the health and safety of patrons and staff are followed and all personal protective equipment provided is used and maintained.

### **Physical Requirements**

- It is an inherent requirement of the position to be able to occasionally lift weights up to 10 kg.
- The employee required to sit for extended periods of time without being able to leave the work area.
- The employee required to remain on his or her feet in an upright position for continuous periods of time without being able to leave the work area.
- The employee required to walk considerable distances in the facility during the course of his or her work.
- The employee required, on a regular basis, to carry objects in his or her arms or on the shoulder(s) up to 5 kg.
- Stooping and crouching (typical for a motor vehicle mechanic) regularly required to bend forward by bending at the waist or by bending legs and spine.
- Require clarity of vision at 6 meters or more, with or without corrective lenses.
- Work outdoors in all weather conditions.
- Walk on uneven terrain.

This position requires the incumbent to maintain a level of fitness to be capable of carrying out the physical requirements of the position.

### **KEY PERFORMANCE INDICATORS**

- Demonstrated quality in your day-to-day activities;
- Ensure correct procedures are carried out;
- Ensure all work is carried out in accordance with the obligations detailed in the Workplace Health & Safety Act & Regulations;
- Promotes and complies with Council policies and procedures and;
- Effectively process customer complaints ensuring compliance with Councils Policy and Procedure.

### **DELEGATION AUTHORITY AND ACCOUNTABILITY**

- As per Council's Delegations of Authority;
- Authorise expenditure in accordance with Council's Procurement Manual; and
- Other delegations as determined by the CEO or Council.

### **ORGANISATIONAL COMMITMENTS**

To comply with the requirements of all Mount Isa City Council policies and procedures as amended from time to time, including but not limited to:

- Comply with customer service standards;
- Comply with Council's Code of Conduct;
- Comply with and actively promote and ensure compliance with Council's EEO Policy;
- Comply with Human Resources policies and procedures;
- Comply with Work Health & Safety legislation, policies and procedures; and
- Comply with Records Management policies and procedures.

### **WORK HEALTH AND SAFETY**

All employees of Council have a legal obligation to comply with Work Health and Safety legislation including Council's Work Health and Safety Management System; Safeplan and Council policies, procedures and work instructions. This framework is established to ensure the health and safety of employees, contractors, visitors, volunteers and the public.

Employees are required to perform all work and associated functions in a safe manner and to identify and report any concerns, near misses and incidents/accidents to Councils WH&S Officer and Supervisor.

### **GENERAL**

All employees must comply with all reasonable and lawful directives given in the workplace and must undertake other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

Position Descriptions do not provide a definitive list of duties and responsibilities and as such Council reserves the right to alter this position description from time to time. Council expects employees to accept variations to their work within the classification level therefore Council may initiate changes through consultation with the position holder. On an annual basis the employee and appropriate Supervisor/Department Manager should review the position description for currency.

MOUNT ISA CITY COUNCIL  
Senior Lifeguard - Position Description

**SELECTION CRITERIA – Senior Lifeguard**

<b>SELECTION CRITERIA</b>		<b>WEIGHTING (%)</b>
SC1	Lifeguard experience and qualifications	25%
SC2	Knowledge of the maintenance regime for public pools including safe handling of materials.	25%
SC3	Good knowledge of work health and safety practices and a demonstrated ability to work in a safe manner	20%
SC4	Demonstrated experience in effectively addressing issues which may arise and good liaison with the public in a professional manner	15%
SC5	Ability to work under limited minimal supervision	15%

**AUTHORISATION**

Manager: Brian Atherinos

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

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

Date originated: 15 January 2020

Date reviewed: 19 September 2022

**EMPLOYEE DECLARATION**

I, the undersigned acknowledge receiving a copy of the Senior Lifeguard Position Description:

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

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

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