

## Position Description **Pool Lifeguard**

<b>Directorate</b>	<b>Infrastructure Services</b>
<b>Location</b>	<b>Hilltops Region</b>
<b>Reports to:</b>	<b>Facilities Service Support Officer</b>
<b>Direct Reports:</b>	<b>NIL</b>
<b>Conditions of employment:</b>	<b>Casual loading (25%) NSW Local Government (State) Award 2017 9.5% employer superannuation contributions.</b>

### Council overview

Hilltops Council was established on May 12, 2016 and includes the towns of Boorowa, Harden and Young and their surrounding villages. It is a well-situated agricultural region, centrally located in NSW, just two hours' drive from the national capital in Canberra and four hours from Sydney. It has a diverse economy with a strong rural base and offers a relaxed, country lifestyle with all the benefits that can be found in major regional centres.

### Council values



### Primary purpose of the position

To assist the Facilities Service Support Officer with the supervision of Boorowa, Harden and Jugiong swimming pool centres in an efficient and effective manner, ensuring a safe environment for all patrons and meeting all objectives of Council.

## Key accountabilities

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

- Taking all monies, balancing till at end of day and processing associated financial reports ready for collection by the courier the next day;
- Liaise with other pool staff in coordinating programs and activities and handling enquiries about these programs and activities from the general public;
- Promote swimming centres as healthy, friendly and hygienic facilities;
- Supervise and interact with a varied client base and treating all members of staff, Council and the community as valued customers;
- Project a friendly and professional approach at all times;
- Comply with Council's requirements in relation to clothing, footwear and safety;
- Carry out all duties associated with admissions, kiosk sales, stocktaking and entry/exit systems including turnstiles in an efficient manner in accordance with Council's directions;
- Undertake regular routine maintenance to ensure a safe and clean environment;
- Attend to any emergency and /or accident situations;
- Enforce all pool rules;
- Check, maintain and record water quality and temperature as required;
- Report any incidents, when considered warranted, that occur outside normal procedures to the Facilities Service Support Officer;
- Undertake cleaning of pool surrounds, toilets, change rooms and other facilities as required;
- Other duties as required by the Facilities Service Support Officer.

## Essential criteria

1. Current Bronze Medallion Certificate.
2. Current First Aid and Advanced Resuscitation Certificate (including Oxy-Viva).
3. Current Pool Lifeguard Certificate.
4. Excellent customer service skills, cash reconciliation skills and interpersonal skills.
5. Experience in the safe handling and storage of chemicals.
6. Ability to work unsupervised.
7. Sound knowledge of Health Department Requirements.
8. Sound knowledge of Work Health & Safety standards and acts.
9. Experience in the operation of Chlorination and Filtration equipment.
10. Experience in cash handling.

## Desirable criteria

1. Demonstrated time management skills.
2. Sound knowledge of water chemistry testing procedures.
3. Previous experience working in a swimming pool environment.
4. An ability to operate point of sale and booking systems.
5. Experience in the setting up of various sporting activities and their promotion.

## Limits of Authority

- Act within regulations and Council policies and guidelines.
- Decisions will either be guided by practices and procedures or made in consultation with the Facilities Service Support Officer.

## Organisational Accountabilities





Workplace Health and Safety	'There is always time to work safely'. We all have a responsibility for Workplace Health and Safety. All employees must observe safe work practices and operating procedures and comply with the requirements of the WHS legislation and Council's Policies and Procedures relating to Workplace Health and Safety.
Code of Conduct	Council's Code of Conduct sets out minimum standards of conduct that is expected of employees and which we must adhere to. Employees must be impartial and fair in dealings with residents, customers, suppliers, general public and with each other in order to retain trust, confidence and support.
Equal Employment Opportunity	Hilltops Council supports a workplace free from discrimination and harassment. It is the responsibility of all employees to ensure that they treat all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions.
Policies and Procedures	Comply with all Council's Policies, Management Guidelines and Procedures.
Customer Service	<ul style="list-style-type: none"> <li>• Provide effective service to Council customers and the community.</li> <li>• Provide effective service to internal customers.</li> <li>• Present a positive image of council.</li> </ul>

## 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: "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 <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position.

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

## Acceptance of the role

<p>I, _____ confirm I have read and understood the Position Description.</p> <p>As the incumbent of this position, I agree to work in accordance with requirements of the position and will abide by Hilltops Council’s policies and procedures.</p> <p>I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list.</p>	
Signature:	Date: