



CITY OF ALBANY POSITION DESCRIPTION LIFEGUARD

1. CITY OF ALBANY VALUES

All Councillors, Staff and Volunteers at the City of Albany will be...

- **Focused:** on community outcomes - This means we will listen and pay attention to our community. We will consult widely and set clear direction for action. We will do what we say we will do to ensure that if it's good for Albany, we get it done.
- **United:** by working and learning together - This means we will work as a team, sharing knowledge and skills. We will build strong relationships internally and externally through effective communication. We will support people to help them reach their full potential by encouraging loyalty, trust, innovation and high performance.
- **Accountable:** for our actions - This means we will act professionally using resources responsibly; (people, skills and physical assets as well as money). We will be fair and consistent when allocating these resources and look for opportunities to work jointly with other directorates and with our partners. We will commit to a culture of continuous improvement.
- **Proud:** of our people and our community - This means we will earn respect and build trust between ourselves, and the residents of Albany through the honesty of what we say and do and in what we achieve together. We will be transparent in our decision making and committed to serving the diverse needs of the community while recognising we cannot be all things to all people.

2. POSITION IDENTIFICATION

TITLE: Lifeguard	<pre>graph TD; AS[Aquatics Supervisor] --> DM[Duty Manager]; DM --> LG[Lifeguard];</pre>
LEVEL: Level 2, City of Albany Industrial Agreement 2023	
DIRECTORATE: Community Services	
REPORTS TO: Duty Manager RESPONSIBLE FOR: Nil	

3. POSITION OBJECTIVE

This position ensures a safe and enjoyable swimming environment by supervising patrons, promoting safe water practices in line with the Centre's *Watch Around Water* guidelines, and maintaining high standards of cleanliness throughout the facility.

4. KEY RESPONSIBILITIES

General

- Maintain cleanliness of centre facilities including change rooms, grounds and public areas as required.
- Complete scheduled and ad hoc cleaning throughout centre as directed by Duty Manager.
- Set up and pack down equipment for programs and activities as required.
- Administrative functions associated with the responsibilities of the position.
- Participate in ongoing in-house training to refresh and enhance skills.

Interpersonal Skills/Customer Service

- Supervise patrons and actively educate them on the policies and safe practices of the Centre to minimise the risk of injury.
- Provide a level of service to all customers in line with customer service standards to ensure customer satisfaction.
- Address and resolve issues as they arise, informing immediate supervisor of the outcome.

Work Health and Safety

- Take reasonable care for own / individual health and safety and for the health and safety of others, including the implementation of risk control measures that our within own / individual control to prevent injuries or illnesses.
- Comply with any reasonable instruction from the City of Albany and monitor and rectify work practices to ensure compliance with WHS Regulations.
- Abide by the City of Albany policies and procedures.
- Report any workplace hazards. Everyone in the workplace shares this responsibility equally.
- Report any workplace injury, illness or near misses. It is important to report all injuries, no matter how insignificant they may seem.
- Ensure that all mechanical and equipment relating to the operation of the Centre is operating properly and that the chemical water balance is in accordance with the State Health Act of WA.
- Report on, monitor and control any unsafe condition and areas needing repair.
- Ensure the safe storage and handling of cleaning chemicals and equipment. Use the appropriate protective clothing and procedures as instructed.
- Perform rescues as required under the guidelines of the Pool Lifeguard Award.
- Administer first aid and document actions.

5. REQUIREMENTS OF THE JOB

Skills

- Good interpersonal and customer service skills.
- Effective written and verbal communication skills.
- Ability to work collaboratively within a team.
- Strong time management and organisational skills.

Knowledge

- Basic knowledge of water chemistry and pool maintenance.
- Knowledge of safe manual handling procedures.

Experience and Qualifications

- Bronze medallion certificate.
- First Aid Certificate.
- Current Pool Lifeguard Award.
- National Police Clearance.
- Previous experience in working with all age groups (desirable).
- Previous experience in a similar role (desirable).

6. **CERTIFICATION**

As the occupant of this position, I have noted and agreed to the Values, statement of duties, responsibilities and other requirements as detailed in this document.

NAME: _____ SIGNATURE: _____
(Please print)

DATE: _____

WITNESS NAME: _____ SIGNATURE: _____
(Manager or above) (Please print)

DATE: _____