

# JOB DESCRIPTION



<b>Position</b>	<b>Lifeguard (position 4)</b>
<b>Held by</b>	<b>vacant</b>
<b>Reporting to</b>	<b>Aquatic Operations Supervisor</b>
<b>Location</b>	<b>Gore Aquatic Centre</b>
<b>Hours of work</b>	<b>Variable, with a minimum of 18.75 hours per week (refer attached roster). The work available is subject to the pool staffing roster allocation at the time. The roster may also require the lifeguard to be available on call during times when extra staffing is necessary.</b>
<b>Date</b>	<b>March 2019</b>

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## **Key objective**

*The lifeguard will be required to provide high quality and effective supervision of Aquatic Centre customers by proactively and vigilantly supervising the pool environment to prevent and manage incidents. This is a critical position, involving responsibility for public safety.*

*Lifeguards actively monitor the aquatic activities of customers, to promote and to ensure their safe conduct in an enjoyable environment and to ensure the facility is kept to a high level of cleanliness.*

## **Position objectives**

- To respond quickly and effectively to prevent and manage incidents and emergencies. To ensure patrons in difficulty are recognised immediately and responded to.
- To monitor and control the use of aquatic facilities and activities and to positively influence public behaviour so as to provide a safe environment for all users.
- To be motivated, energetic and enthusiastic in the role of Lifeguard.
- To proactively provide excellent customer service
- To maintain the facility at the highest level of cleanliness.

## **Skills required**

- Hold a current New Zealand Pool Lifeguard Practising certificate, or be prepared to train for it. (All qualified lifeguards must hold the certificate).

- Workplace first aid certificate, or be prepared to train for it. (All qualified lifeguards must hold a first aid certificate).
- Possess good communication and oral skills, and relate well to people of all ages.
- Maintain a level of water fitness, so as to be confident in both wet and dry rescue techniques as well as first aid and basic life support skills.
- Actively monitor aquatic facilities and activities.

### **Key tasks**

- Actively monitor aquatic facilities and activities and interact with patrons to impact positively on their behaviour, ensuring a safe environment is maintained at all times.
- Attend to patrons in difficulty quickly and efficiently and in a competent manner ensuring both personal and patron safety.
- Undertake other duties as may be required from time to time by the supervisor and/or Aquatic Services Manager and accept changes in responsibilities and duties brought about by organisational change.
- Take responsibility for personal actions while at work, making sure all practicable steps are taken to ensure personal health and safety, and the safety of others. Report any hazards, accidents or injuries immediately to the supervisor and/or Aquatic Services Manager.
- Ensure all observed hazards to health and safety of staff or customers have been reported to the supervisor/Aquatic Services Manager and/or the lifeguard has taken appropriate corrective action.
- Ensure all accidents or injuries are reported and recorded promptly using the correct procedures.
- Promote the facility so as to ensure customer satisfaction.
- To assist with the running of programmes and events and to be responsible for the setting up of equipment used.
- From time to time, Lifeguards may be required to assist with set up and other activities at the Indoor Event Centre.

### **Aquatic operations manual**

On commencement of employment the Lifeguard will be issued with the appropriate operations manual applying at the time to either the Gore Aquatic Centre. All employees are to become familiar with the contents of the manual.

All staff will have an individual training file where progress and skill development will be documented. Specific performance and standards expected will be monitored and discussed with the Lifeguard as necessary.

### **Cleaning**

Cleaning is part of the routine at the pools. The Lifeguard is required to maintain the pools and confines in a clean and hygienic condition.

**Uniform**

All lifeguards must wear the allocated uniform in a clean and tidy condition and project a professional image. The Aquatic Centre Uniform Policy must be adhered to at all times.

**Pool staffing roster**

The pool staffing roster will be completed and circulated two weeks in advance.

If a lifeguard is unable to carry out their allocated work, they must notify the Aquatic Operations Supervisor as soon as possible.

It is the responsibility of the lifeguard to find a replacement if unable to work a particular shift, after receiving prior approval from the Aquatic Services Manager.

Lifeguards wishing to swap particular shifts are to clarify this with the Aquatic Operations Supervisor before doing so.

Staff requiring time off need to apply in writing to the Aquatic Services Manager at least two weeks prior to the time required.

**Confidentiality**

The employee, during the time of employment and after termination of employment, will keep confidential any knowledge or information which may be acquired during the course of or incidental to that employment with the Gore District Council concerning any members, staff, customers or clients of the Council or other confidential matters with which the Council may have been involved.

**Property**

Following termination of employment, the lifeguard shall deliver to the Gore District Council all materials, papers, documents, uniforms and any other property of the Council before a final pay will be settled.

**Occupational health and safety**

The employer and employee will meet their obligations under the Health and Safety at Work Act 2015.

The employer's duties include ensuring, so far as is reasonably practicable:

- The provision and maintenance of a safe working environment for employees and others in the workplace.
- The provision and maintenance of facilities for the welfare of employees while at work
- The provision of necessary training instructions to employees.
- The provision and maintenance of safe machinery, equipment, and working arrangements.
- The provision of suitable procedures to deal with work emergencies.
- That health and safety employee engagement and participation practices are in place.
- That it consults and cooperates with other businesses operating in the same workplace(s).

The employee will follow the employer's health and safety rules and procedures (Gore District Council's health and safety manual). The employee will take reasonable care to look after their own health and safety at work, their fitness for work and the health and safety of others.

Examples of how the employee can take reasonable care include:

- Following all health and safety rules and instructions.
- Participating in health and safety discussions.
- Taking reasonable care that their actions (or inactions) do not cause harm, or risk of harm, to themselves or others.
- Not reporting for duty under the influence of alcohol or drugs that impair their performance or fitness for work.
- Wearing all the necessary personal protective equipment and clothing.

The employee must report any potential risks, accidents, incidents and near misses so that the employer can investigate or eliminate or minimise harm or risk of harm.

Failure to follow reasonable health and safety rules (including this clause) may be considered serious misconduct.

#### **KiwiSaver**

If the successful employee is aged 18 years or older, they will be automatically enrolled into KiwiSaver upon commencement of the position, unless they can produce either a holidays contributions notice or such other evidence that they are already enrolled. The Council makes an employer contribution of either 3% or 4% to any approved KiwiSaver scheme.

#### **Other**

For those candidates selected for interview, a swim test will be part of the interview process.

The test covers:

- being able to swim 200 metres in any stroke in less than 6 minutes;
- 50 metres of breast stroke with shorts and t-shirts;
- 25 metres of side stroke each side with shorts and t-shirts;
- retrieving a brick from the deepest part of the pool; and
- being able to tread water for 5 minutes.

**Lifeguard 4 (between 18.75 - 26.25 hrs a week)**

Saturday	Sunday	Monday	Tuesday	Wednesday		Friday	Tanda Template
1.00-6.00pm	10.00-6.00pm			5.45-1.45pm		5.45-12.15	WK 1/5 34.5hrs
						LGT 12.30-1.30	
				5.45-1.45pm	1.45-8.00pm		WK2/6 13.25hrs
1.00-6.00pm	10.00-6.00pm			5.45-1.45		5.45-12.15	WK3/7 34.5hrs
						LGT 12.30-1.30	
				5.45-1.45pm	1.45-8.00pm		WK4/8 13.25hrs
2 week roll over. Training starting wk 1 Fridays 12.30-1.30 scheduled every 2nd Friday							