

Upper Lachlan Shire Council



Position	Senior Lifeguard
Reports to	COORDINATOR, WATER SEWER AND WASTE
Group	ENVIRONMENT AND PLANNING
Band/Level	1/4
Grade	7
Date revised	October 2025

Primary Purpose

To oversee the day to day operation of Council Pools and supervision of lifeguards, and support team members to undertake their work efficiently, effectively and safely.

Council Values

Council's values of sustainability, integrity, respect and professionalism guide the decisions, actions and conduct of all employees.

Accountabilities

- Provide lifeguard duties including but not limited to the supervision of patrons, rescues, resuscitation and first aid treatment.
- Induction, training and signoff for new staff into both Crookwell and Gunning Pools
- Supervision of lifeguards, providing leadership and support as required.
- Ensure all safety equipment is fit for use and coordinate testing and or replacement as required.
- Ensure high quality customer service is delivered to all patrons through Training and Induction of new staff members.
- Test and report all pool chemical levels and initiate appropriate actions for of any abnormal/unusual readings taken.
- Maintaining and programming rosters for Council Pools.
- Maintain pool facilities ensuring a high standard of cleanliness and hygiene, and daily safety checks are undertaken prior to opening.
- Stock control of consumables for council pools.
- Ensure that all gate takings are receipted as to councils Cash Handling Policy and at Council's swimming pools on a daily basis.
- Provide lifeguard duties including but not limited to the supervision of patrons, rescues, resuscitation and first aid treatment.
- Provide high quality customer service to all patrons.
- Maintain pool facilities ensuring a high standard of cleanliness and hygiene, and daily safety checks are undertaken prior to opening.
- Collect and receipt gate takings at Council's swimming pools on a daily basis.
- Attend compulsory staff meetings as required
- Ensure facilities are appropriately secured at all times and security matters are promptly addressed and reported.
- Oversee the safe use of all facilities and users in order to anticipate problems, e.g. disorderly behaviour and to ensure safe work practices including the development and implementation of safe work method statements, risk assessments, injury and incident reporting and any other work health and safety requirements/obligations under the Work Health and Safety Act.

- Complete and ensure all administration (including timesheets) is completed accurately and within required timeframes.
- Ensure pool registers and logs are maintained for alarms, water quality and report on any deviations.

The employee is required to undertake any other duties, projects or tasks as directed by their manager, which are within his/her skills, competence and training.

Key relationships

Internal	External
Swimming pool team	Community members
Other staff	

Essential Criteria

1. Current RLSSA Pool Lifeguard Training Certificate or willingness to acquire.
2. Current NSW Working with children check clearance number.
3. Contemporary knowledge and demonstrated experience in working within an aquatics environment.
4. Previous experience as a supervisor, or supervising as a lifeguard.
5. Current first aid certificate and advanced resuscitation certificate.
6. Proven ability to work productively as a member of a team and contribute to team goals.
7. Demonstrated experience to work unsupervised and supervise subordinate staff.
8. Proven ability to work productively as a member of a team and contribute to team goals.
9. Demonstrated interpersonal skills and ability to communicate effectively with a diverse range of customers.
10. Ability to work weekends
11. Chemical handling certificate willingness to acquire.

Desirable Criteria

1. Current Class C Drivers Licence.
2. Chemical handling experience.
3. Demonstrated experience in using Microsoft Office Suite
4. Plant operation competency with Procal units, acid dosing, sand filter and UFF (Ultra Fine Filtration with replacement filter media) and pool vacuum.

The position description should be read and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct including, but not limited to, the Code of Conduct, Delegations of Authority, legislation, policies, procedures and plans.

I have read and understand the requirements and accountabilities of this position.

Name (please print)

Signature

Date

SALARY PROGRESSION CRITERIA

SENIOR LIFEGUARD



The emphasis at this level will be placed on the demonstrated application of the skills and knowledge required of the position. Assessments will be made based on the experience/qualifications of the jobholder and their ability to apply skills and knowledge to meet the accountabilities defined in the job description.

MINIMUM JOB REQUIREMENT

The jobholder is required to have met the essential criteria as described in the job description.

STEP 1 SKILLS

Before being assessed for Step 1 Skills, the jobholder must have demonstrated achievement of all Essential Criteria described in the job description.

When the jobholder demonstrates the achievement of all Skills in Step 1, they are eligible for an increase in their rate of pay.

1	Ability to lead lifeguard Team and prioritise workloads to optimize performance. This involves working with Coordinator for WS&W and Tourism and Economic Development promoting new initiatives, work practices and work values along with negotiating with others to drive the change process
2	Can communicate information across functions, sections, and divisions to convey ideas to provide specialized advice to assist others in performing their work activities.
3	Review and implementation of SWMS and SOP's
4	Assist in development of specific pool related policies, procedures,
5	Use problem solving techniques to resolve problems, and seek guidance, advice and further information for complex matters
6	Ability to prepare Council Pools in preparation for opening Season

STEP 2 SKILLS

Before being assessed for Step 2 Skills, the jobholder must have demonstrated achievement of all Essential Criteria and Step 1 Skills.

When the jobholder demonstrates the achievement of all Skills in Step 2, they are eligible for an increase in their rate of pay.

1	Compilation of Water Sampling data and water consumption of Councils Pools
2	Council Pools maintenance reporting, chemical stock and training requirements for optimal operation in Pool Season
3	Coordination of Pool grounds maintenance with WS&W & P&G Coordinator
4	Audits of Amenities and Pools identifying and items for improvements, and or repairs
5	Incident reporting in BESAFE and assist with investigations
6	Near miss reporting and driving culture through lifeguards

STEP 3 SKILLS

Before being assessed for Step 3 Skills, the jobholder must have demonstrated achievement of all Essential Criteria, Step 1 and Step 2 Skills.

When the jobholder demonstrates the achievement of all Skills in Step 3, they are eligible for an increase in their rate of pay.

1	Supervision of any site works and delineation of area for patrons
2	Assist W&S staff for optimizing plant rooms and water quality through water sample results communicated to staff
3	Ensuring staff competency and currency to be a lifeguard
4	Ensure staff are closing out and recording in pool diary daily events for handover to next shift
5	Ensure rosters reflect peak volumes and planned events in Councils Calendar

STEP 4 SKILLS

Before being assessed for Step 4 Skills, the jobholder must have demonstrated achievement of all Essential Criteria, Step 1, Step 2 and Step 3 Skills.

When the jobholder demonstrates the achievement of all Skills in Step 4, they are eligible for an increase in their rate of pay.

1	Demonstrated conflict resolution training
2	Development of TARP's Triggered Action Response Plans
3	Monthly reporting on patron volumes, incidents and complaints, water consumption and maintenance
4	Incident action plans closed out in BESAFE

STEP MAXIMUM SKILLS REQUIREMENT

To achieve Step Maximum Skills the jobholder must apply a superior level of skills, knowledge, Skills and expertise to the position. Step Maximum Skills will be achieved by the attainment of:-

1. Agreed competency and/or training/qualifications
2. Demonstrated efficiency and productivity improvements
3. Development and/or delivery of an innovative project
4. Continuous work improvement for a defined timeframe

Step Maximum Skills will be subject to determination and assessment by the relevant Director, in consultation with the jobholder. Before the jobholder can be assessed at Step Maximum, the jobholder must have achieved Steps 1, 2, 3 and 4 Skills.

Note: Skills will be obtained and/or developed from a combination of the following sources:-

- Training.gov.au
- Job-specific Skills developed by Council
- WHS standards
- Former position description skill steps