Upper Lachlan Shire Council

Position	Lifeguard
Reports to	MANAGER ECONOMY, COMMUNITY AND TOURISM
Group	TOURISM / GOVERNANCE
Band/Level	1/3
Grade	4
Date revised	2026

Primary Purpose
To provide lifeguard supervision and assist in the operations of Council's swimming pools ensuring the safety of all patrons.

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.
- 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.
- 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 paperwork (including timesheets) accurately and within required timeframes.
- Contribute to the performance of Council: leading by example, demonstrating professional conduct, making the best use of knowledge, experience and skills, and being accountable for the decisions made.
- Ensure a safe working environment by taking accountability for own actions and complying with Council's WHS policies and procedures.

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
Tourism and Customer Service teams	
Other staff	

Essential Criteria

1. RLSSA Pool Lifeguard Certificate or willingness to acquire.
2. NSW Working with children check clearance number.
3. Contemporary knowledge and demonstrated experience in working within an aquatics environment.
4. Current first aid certificate and advanced resuscitation certificate.
5. Proven ability to work alone.
6. Proven ability to work productively as a member of a team and contribute to team goals.
7. Demonstrated interpersonal skills and ability to communicate effectively with a diverse range of customers.

Desirable Criteria

1. Current Class C Drivers Licence.
2. Chemical handling experience.

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

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	Hold a current Royal Life Saving Pool Lifeguard qualification
2	Competent in the use and maintenance of lifesaving equipment
3	Knowledge of WH&S and WorkCover regulations in relation to swimming pool service operations and public safety
4	Apply knowledge of ordering practices to obtain materials and chemicals and items from Council store
5	Have clerical and literacy skills sufficient to maintain works records and provide reporting requirements
6	Assist in coordination of pool bookings/allocations

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	Competently complete all required water testing and accurately report results
2	Have accredited hazardous substances training
3	Experience and competence with swimming pool pumping, filtration, chemical dosing and reticulation systems where applicable
4	Proficiency in water rescue techniques, first aid, and Cardiopulmonary Resuscitation (CPR)

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	Complete Pool Operations training
2	Provide support in both Crookwell & Gunning Pools - particularly in relation to water quality & maintenance

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	Able to perform water rescues and complex water rescues
2	Competently operate and maintain swimming pool equipment and infrastructure to a high level

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