

# Schedule A: Position Description

## Position Details

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Position Title	Lifeguard
Responsible To	Aquatic Centre Manager
Employment Type	Casual; or Permanent Part-time; or Permanent Full-time
Hours of work	As agreed with incumbent
Location	Maurie Kjar Aquatic Centre, Kawerau

## Position Purpose

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To assist the Aquatic Centre Manager with the day-to-day operation of the Pools and Pool Complex.

## Council’s Vision

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To create a resilient and sustainable Kawerau District that can meet the needs of the future.

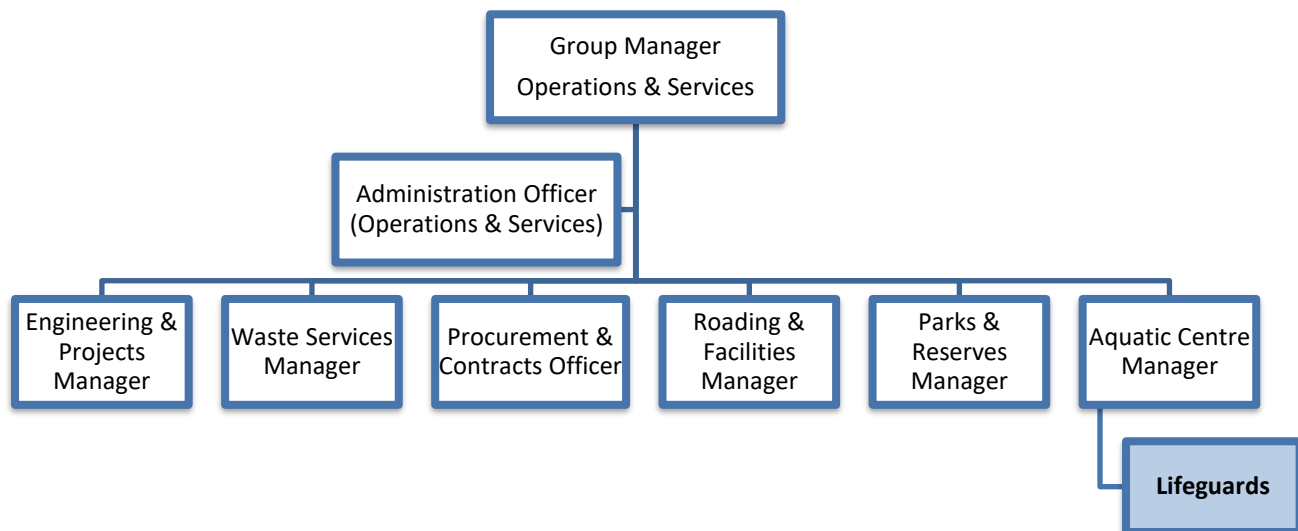
## Internal and External Relationships

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Internal Relationships	External Relationships
<ul style="list-style-type: none"><li>• Aquatic Centre Manager</li><li>• Lifeguards</li><li>• Duty Supervisors</li><li>• Other Council Staff</li></ul>	<ul style="list-style-type: none"><li>• Members of the Public</li><li>• Contractors</li><li>• Community Groups</li><li>• Volunteers and Work Experience Persons</li></ul>

**Kawerau District Council operates a Drug and Alcohol Policy, which includes pre-employment, random, post-accident/incident and reasonable grounds testing.**

# Organisation Structure



## Key Responsibilities:

Key Accountabilities (Jobholder is responsible for)	Key Accountability Measures (Jobholder is successful when)
<b>CUSTOMER SUPERVISION</b>	
<ul style="list-style-type: none"> <li>Ensure customer safety in and around the pools.</li> </ul>	<ul style="list-style-type: none"> <li>As defined in recommended standard for New Zealand, Pool Supervision is being met.</li> <li>Actively supervise facilities and aquatic activities, and interact with customers to impact positively on their behaviour, ensuring that a safe environment is maintained.</li> </ul>
<b>CUSTOMER SERVICE</b>	
<ul style="list-style-type: none"> <li>Provide the highest possible standard of service to all customers.</li> <li>Provide customers with a safe, pleasurable environment.</li> </ul>	<ul style="list-style-type: none"> <li>A high standard of customer service is provided through positive interaction with our customers in order to supply a fun and enjoyable experience.</li> </ul>
<b>TEAM WORK</b>	
<ul style="list-style-type: none"> <li>Work successfully as part of a team.</li> <li>Participate in the organisation's business improvement programme.</li> </ul>	<ul style="list-style-type: none"> <li>Work effectively as an integral part of the Lifeguard Team and ensure consistency in poolside supervision.</li> <li>Consistent attendance at, and participation in, Team meetings.</li> </ul>

Key Accountabilities (Jobholder is responsible for)	Key Accountability Measures (Jobholder is successful when)
<b>POOL TESTING</b>	
<ul style="list-style-type: none"> <li>Undertake and record required pool tests.</li> </ul>	<ul style="list-style-type: none"> <li>This is completed four times a day or as required, and any out-of-range results are reported to the Aquatic Centre Manager, or in the Manager's absence, to the Group Manager, Operations &amp; Services and/or Duty Supervisor.</li> </ul>
<b>CLEANING</b>	
<ul style="list-style-type: none"> <li>Clean the pools and the pool complex.</li> </ul>	<ul style="list-style-type: none"> <li>Agreed standards are met.</li> <li>No complaints are received.</li> <li>Complex is litter-free.</li> </ul>
<b>MAINTENANCE</b>	
<ul style="list-style-type: none"> <li>Monitor and maintain the pool and the pool complex.</li> </ul>	<ul style="list-style-type: none"> <li>Minor maintenance is attended to, and any other problems are referred on. The pool and complex are in tidy, working order.</li> </ul>
<b>STATISTICS</b>	
<ul style="list-style-type: none"> <li>Record all daily measurements required by Council.</li> </ul>	<ul style="list-style-type: none"> <li>Results are accurate and recorded on time.</li> </ul>
<b>PUBLIC RELATIONS</b>	
<ul style="list-style-type: none"> <li>Promote the pool in a positive manner, and address customer requests.</li> </ul>	<ul style="list-style-type: none"> <li>The public is dealt with courteously, and requests are responded to promptly.</li> </ul>
<b>HEALTH &amp; SAFETY</b>	
<ul style="list-style-type: none"> <li>Ensure the health and safety of employees, and members of the public.</li> <li>Takes all practicable steps to ensure personal safety and not cause harm to any other person by personal actions.</li> <li>Demonstrates a personal commitment to Health and Safety in accordance with Council's Health and Safety Policy.</li> <li>Actively contributes to a healthy culture of manaakitanga (respect, generosity, and care).</li> </ul>	<ul style="list-style-type: none"> <li>All practical steps are taken to ensure their own safety, and that of other employees, and of members of the public.</li> <li>Hazards are identified and control measures followed.</li> <li>Work-related accidents, incidents and illnesses are reported.</li> <li>Emergency procedures are followed.</li> <li>Safe work practices are demonstrated.</li> </ul>
<b>GENERAL</b>	
<ul style="list-style-type: none"> <li>Participate in the organisation's Personal Performance and Development Programme (PPD).</li> </ul>	<ul style="list-style-type: none"> <li>Unbiased and empowering PPDs completed with supervisor and reporting staff.</li> </ul>

<b>Key Accountabilities (Jobholder is responsible for)</b>	<b>Key Accountability Measures (Jobholder is successful when)</b>
<ul style="list-style-type: none"> <li>• Participate in the organisation's business improvement programme.</li> <li>• Participate in Council's Civil Defence response teams.</li> <li>• Carry out any other relevant duties as reasonably required.</li> </ul>	<ul style="list-style-type: none"> <li>• Consistent attendance at and participation in Team meetings.</li> <li>• Participation in emergency drills and incidents as required.</li> <li>• Participate in Civil Defence training and events.</li> <li>• Willingly accept tasks assigned and meet agreed deadlines.</li> </ul>

## Person Specification:

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### Technical / Professional Qualifications / Experience

- National Pool Lifeguard Award.
- Current First Aid Certificate.
- Current Class 1 Driver's License.

### Knowledge / Skills / Attributes

- High level of professional and personal integrity.
- A good level of health and fitness, as this role requires some manual work in a variety of weather conditions.
- Good interpersonal communication skills.
- A "can do" attitude.
- Responsible and conscientious.
- Personal safety awareness.
- Highly motivated.