



POSITION DESCRIPTION

1. POSITION IDENTIFICATION:

Position: Lifeguard

Department: Infrastructure Services

Starting Point/Location: The position will be located initially in Nhill, Jeparit, Dimboola or Rainbow. The employee may be required to change their starting point to a reasonable location within the municipality.

Classification: Band 2A per the Hindmarsh Shire Council Enterprise Agreement.

Employment Type: Casual, Seasonal

2. CURRENCY:

Current Version	1.0	Approved:
Name of Occupant:	Vacant	
Signature:	_____	Date _____
Prepared By:	Shelley Gersch	Date 04 August 2025
Director Approved:	Petra Croot	Date 05 August 2025
H.R. Approved:	Shelley Gersch	Date 04 August 2025
CEO Approved:	Monica Revell	Date 05 August 2025
Current Version Number:	1.0	
Version History:	1.0	



Employment Details for the Position of: Lifeguard

Status: Casual, Seasonal Ongoing

Location: The position will be located initially in Nhill, Jeparit, Rainbow or Dimboola. The employee may be required to change their starting point to a reasonable location within the municipality.

Classification: Band 2A in accordance with the Hindmarsh Shire Council Enterprise Agreement.

Salary:

	<i>Standard Rate</i>	With Casual Loading
Band 2 Rate – (18 years and older) <i>Applies between the hours of Monday to Sunday, 5am to 10pm</i>	\$32.67	\$40.84
Junior Rate 16 years and under (55% of Band 2 Rate) <i>Applies between the hours of Monday to Sunday, 6am to 10pm</i>	\$17.97	\$22.46
Junior Rate 17 years and under (65% of Band 2 Rate) <i>Applies between the hours of Monday to Sunday, 6am to 10pm</i>	\$21.24	\$26.55

Superannuation: Council will contribute the compliant percentage of salary to a complying superannuation fund nominated by the employee. If an employee fails to nominate a complying fund Council will make the contributions to the Local Authorities Superannuation Fund, known as Vision Super.

Hours: This position is casual, and hours may vary each fortnight depending on the needs of Council.

Qualifying Period: This position is subject to an initial six (6) month qualifying period.

Pre-Employment Medical: It is a condition of employment that appointees must undertake a pre-employment medical examination at the Council's cost. A medical provider must certify that the successful applicant is capable of carrying out the physical demands of the position.

Security Check: It is a condition of employment that appointees must undertake a police check and an employee Working with Children Check prior to commencement of work.



3. POSITION OBJECTIVES:

Over the summer period, Council's outdoor swimming pools become significant meeting places for the community, providing social connection, and enabling the enhancing of swimming skills and water confidence. Council is committed to a high-quality aquatic service for residents and visitors.

The Lifeguard is responsible for supervising the safety of patrons in the pool area as well as identifying and responding to potential risks and taking appropriate action to reduce those risks.

The objective of this position is to ensure that the operation of Council's outdoor pools is of the highest quality, to provide a safe and enjoyable aquatic experience.

4. KEY RESPONSIBILITY AREAS:

- Perform all lifeguard duties as directed by the Team Leader Pools and Recreation Facilities.
- Ensure level of patron supervision meets Royal Life Saving Society Australia (RLSSA) guidelines at all times.
- Monitor water quality in line with Council's procedures.
- Complete administration procedures including weekly summary sheets, maintenance reports and water testing logbooks.
- Grounds and facility maintenance, including pool and amenity cleaning and reporting issues to Team Leader Pools and Recreation Facilities
- Attend in-house training before and during the pool opening season.
- Interact with patrons in a positive and customer-focused way.
- Communicate in an effective and timely manner with Team Leader Pools and Recreation Facilities and other staff as required.
- Contribute to the continuous improvement and productivity of the organisation's operations.
- Undertake such other duties and functions consistent with the area of work and responsibility as directed by the Team Leader Pools and Recreation Facilities

5. ORGANISATIONAL RELATIONSHIPS:

Reports to:	Team Leader Pools and Recreation Facilities
Supervises:	Nil
Internal Contacts:	Team Leader Pools and Recreation Facilities, Coordinator Facilities, Sports, Recreation and Community Wellbeing Coordinator, other employees
External Contacts:	Pool patrons, including children



6. OCCUPATIONAL HEALTH AND SAFETY:

Council is committed to providing and maintaining a safe and healthy workplace for its employees, contractors, volunteers and members of the public. Whilst at work, an employee must:-

- Take reasonable care for their own health and safety;
- Notify their Manager of their inability to carry out any physical task that is outside their capability;
- Take reasonable care for the health and safety of people who may be affected by the employee's acts or omissions in the workplace;
- Cooperate with respect to any action taken by Council to establish and maintain occupational health and safety systems and procedures, including the completion of risk assessments;
- Complete Accident, Hazard and Near Miss Reports in a timely manner;
- Must not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health and safety;
- Use protective equipment or clothing provided by Council at all required times;
- Immediately notify their Manager in the event of any injury, near miss, damaged equipment or other workplace hazard.

7. RISK MANAGEMENT:

Whilst at work, an employee must:

- Contribute to making Hindmarsh Shire as risk free as possible for all employees, residents and visitors;
- Take all reasonable action to protect Council assets from damage and or loss;
- Perform all duties in a manner that ensures personal health and safety, and that of others in the workplace and the public.

8. RECORDS MANAGEMENT

- Responsible for following Council records management processes and principles as contained within Council policies and procedures;
- Responsible for creating full and accurate records of activities and decisions relating to Council business; and
- Supporting the Records Management team with access to, and retrieval of, documents relating to Freedom of Information requests and public transparency principles contained in various Acts and regulations.

9. ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Authorised to direct pool users on-site as necessary to ensure safe operation



- Must comply with duties and responsibilities as directed

10. JUDGEMENT AND DECISION MAKING:

- Ability to apply and follow clear and documented procedures established for work activities
- Some individual interpretation of procedures required within established parameters

11. SPECIALIST KNOWLEDGE AND SKILLS:

- Literacy to read and follow written guidelines and safety information

12. MANAGEMENT SKILLS:

- Nil

13. INTER-PERSONAL SKILLS:

- Ability to follow directions; verbal and written instruction
- Ability to relate to pool users of all ages
- Ability to encourage inclusion of all patrons in facility use
- Ability to ensure that pool user behaviour aligns with established rules

14. QUALIFICATIONS AND EXPERIENCE:

- Pool Lifeguard Qualification, or ability to obtain
- First Aid, or ability to obtain the minimum level of HLTAID011
- Working with Children Check, or ability to obtain
- Current Victorian Driver's License desirable

15. EQUAL OPPORTUNITY:

Hindmarsh Shire Council offers a work environment free from discrimination, sexual or other harassment, victimisation, vilification and bullying. Employees are expected to contribute to the maintenance of such a work environment.

16. PRIVACY AND CONFIDENTIALITY:

Employees must respect and protect the privacy and confidentiality of information gained or accessed during the course of their employment. Employees are required to comply with the Privacy Act (Cth), the Privacy and Data Protection Act (Vic), the Health Records Act (Vic) and Council's Confidentiality policies.



Both during and after employment with Council, employees must not:

- Communicate confidential or private information to third parties.
- Make use of any information gained through employment at Council for any purpose other than the discharge of official duties.

17. KEY SELECTION CRITERIA:

The following key selection criteria will be used as a tool to assist in the selection of the most suitable applicant.

Applications **must** be submitted via the application form online, addressing the following selection criteria:

- Pool Lifeguard Qualification, or ability to obtain
- First Aid Qualification, or ability to obtain
- Demonstrated understanding of Occupational Health and Safety principles as they apply to aquatic environments
- Excellent interpersonal skills with a friendly and approachable manner
- Ability to monitor and enforce rule compliance among pool users
- Willingness to undertake a pre-employment medical, police check and Working with Children Check.
- Previous experience as a lifeguard desirable (but not essential)

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