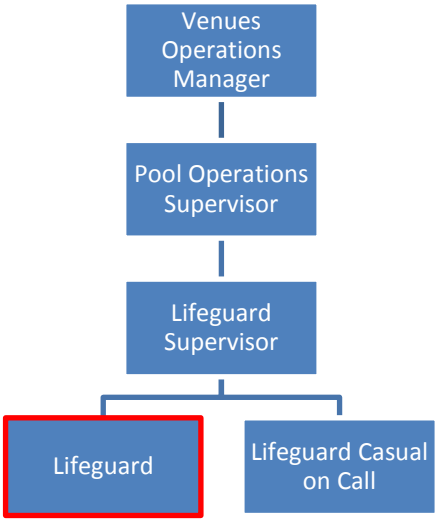
LIFEGUARD
POSITION DESCRIPTION

POSITION INFORMATION

Group	Democracy, Governance and Venues
Team	Pools and Activities
Reports to	Lifeguard Supervisor
Direct Reports	None
Primary Location	26 AC Baths Avenue, Tauhara, Taupo
Financial Authority	$ None

TEAM STRUCTURE



POSITION PURPOSE

- To provide a safe and hygienic environment for the enjoyment of customers through compliance with current NZ standards and relevant requirements
- To maintain high standards of facility presentation, cleanliness and water quality
- To deliver consistently high levels of customer services to ensure that the facilities reputation for excellence is established, maintained and enhanced

KEY RESPONSIBILITIES

Responsibility	Key Functions/outcome
Team Roster Compliance	• Ensuring day-to-day allocated task & responsibilities are completed within allocated timelines • Assisting other team members in completing daily cleaning and maintenance task
AC Baths Shift Schedule	• Ensure awareness of rostered shift • Timely arrival for shifts • Sufficient notice is given of any absences as required by the stipulations of the NOP
Leave Management	• Ensuring that leave is coordinated with other team members as well as the Lifeguard Supervisor • Ensure leave is taken so as to not negatively impact on staff availability
Facility Opening & Closing	• Ensuring that facility is prepped and ready for customers at opening time as per task allocation on the Team Roster • Ensuring facility is cleaned and closed down to required standard for next day opening as per task allocation on the Team Roster
Training	• Attendance of all sessions as specified on the 6 weekly rolling training schedule • Ensuring personal sign off all training sessions completed on the day • Ensuring performance of functions to the required standard as stated in the NOP, EAP • Ensuring personal fitness to the level as required for PLPC Certification
Continuous Improvement	• Consistently working to improve the facility • Consistently implementing provided solutions, methods and procedures
Emergency Management	• Be able to handle all forms of emergencies as defined in the EAP • Be able to handle all Chemical emergencies to the HSNO specified standard if handling chemicals
Health & Safety	• Ensure compliance with all aspects of the Health & Safety at Work Act 2015 • Hazard management and reporting is NOP, EAP and Poolsafe compliant • Correct reporting of all Incidents/Accident as required by the NOP & EAP • Ensuring own and safety of others
Chemical Handling	• Only Handling Chemical if specific training has been provided and completed • Only handling Diatomaceous Earth (DE) as per the stipulations of the Material Safety Data Sheets (MSDS) • Ensure compliance as per the HSNO Act during shift

Responsibility	Key Functions/outcome
	• Ensuring that correct Personal Protection Equipment (PPE) is worn when handling chemicals
Water Quality	• Only conducting water tests once training has been provided and assessed as competent • Conducting water tests as per task allocation on the Team Roster • Ensuring the correct and accurate recording of water test results in the online form • Reporting any anomalies in results to the Lifeguard Supervisor • Uploading Bore Monitoring data at 6am, 12pm and 6pm daily if responsible for water tests
Customer Safety	• Ensure the safety of all pool users while stationed poolside • Ensure enforcement of rules
Maintenance	• Conducting maintenance tasks as per task allocation on the Team Roster or as per Team Leader Instruction • Ensure that completed tasks are marked of on the cleaning board in the Lifeguard Office
General	• This is a broad outline of the responsibilities for this position and not an exhaustive list of your responsibilities. Key responsibilities may vary from time to time as directed by your supervisor/manager to accommodate the operational needs of the team and organisation.

Note:

FUNCTIONAL RELATIONSHIPS

Internal	External
• Health & Safety Officer • Learn-to-Swim Staff • Contact Energy Swim-Well Staff • Swim Squad Staff • Information Technology Staff • People & Capability Staff • Parks & Reserves Staff	• Paying Customers & Groups • Emergency Services: Police, Fire, Ambulance • Contractors: Electrical, Plumbing, Cleaning

VISION

"Making a better life for you and your families. We're in this together – let's make it work!"

VALUES

Kia kōtāhi mai – We're in this together

Unite | Connect | Deliver

Kōtahitanga

Six key behaviours summarises how we will operate and support our values:

- Share and seek information with open, effective and intentional communication
- Support one another with honesty, respect and integrity in all interactions
- Exceed expectations of the community and beyond
- Seek improvement in all that we do
- Harmonise life and work
- Build a stronger relationship with the whenua and the people

PERSON SPECIFICATION

Education and Qualifications

Essential	Desirable
• PLPC • PLSA • First Aid	• Driver's Licence

Personal Attributes

Essential	Desirable
• Communication Skills • Honesty • Work Ethic • Flexibility • Ability to Work in Harmony with Co-Workers • Problem-Solving Skills • Loyalty • Understanding • Responsible • Self-Controlled • Persuasive • Forceful • Accommodating • Attentive • Assertive	• Technical Competency • Determination and Persistence • Eager and Willing to Add to Their Knowledge Base and Skills • Friendly

Competencies and Experience

Essential	Desirable
• Swim 200m competently • Comfortable in Pool Water	• Pool Lifeguarding • Customer Services • Cleaning

JOB DESCRIPTION SIGN-OFF

Please note that this Job Description will be discussed annually to ensure currency of the position responsibilities.

	Manager	Employee
Name		
Signature		
Date		