

# LIFEGUARD

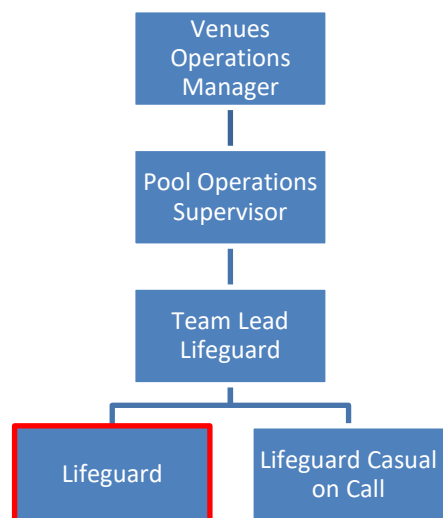
## POSITION DESCRIPTION

---

### POSITION INFORMATION

<b>Group</b>	Democracy, Governance and Venues
<b>Team</b>	Pools and Activities
<b>Reports to</b>	Team Lead Lifeguard
<b>Direct Reports</b>	None
<b>Primary Location</b>	26 AC Baths Avenue, Tauhara, Taupo
<b>Financial Authority</b>	\$ 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	<ul style="list-style-type: none"> <li>Ensuring day-to-day allocated task &amp; responsibilities are completed within allocated timelines</li> <li>Assisting other team members in completing daily cleaning and maintenance task</li> </ul>
AC Baths Shift Schedule	<ul style="list-style-type: none"> <li>Ensure awareness of rostered shift</li> <li>Timely arrival for shifts</li> <li>Sufficient notice is given of any absences as required by the stipulations of the NOP</li> </ul>
Leave Management	<ul style="list-style-type: none"> <li>Ensuring that leave is coordinated with other team members as well as the Lifeguard Supervisor</li> <li>Ensure leave is taken so as to not negatively impact on staff availability</li> </ul>
Facility Opening & Closing	<ul style="list-style-type: none"> <li>Ensuring that facility is prepped and ready for customers at opening time as per task allocation on the Team Roster</li> <li>Ensuring facility is cleaned and closed down to required standard for next day opening as per task allocation on the Team Roster</li> </ul>
Training	<ul style="list-style-type: none"> <li>Attendance of all sessions as specified on the 6 weekly rolling training schedule</li> <li>Ensuring personal sign off all training sessions completed on the day</li> <li>Ensuring performance of functions to the required standard as stated in the NOP, EAP</li> <li>Ensuring personal fitness to the level as required for PLPC Certification</li> </ul>
Continuous Improvement	<ul style="list-style-type: none"> <li>Consistently working to improve the facility</li> <li>Consistently implementing provided solutions, methods and procedures</li> </ul>
Emergency Management	<ul style="list-style-type: none"> <li>Be able to handle all forms of emergencies as defined in the EAP</li> <li>Be able to handle all Chemical emergencies to the HSNO specified standard if handling chemicals</li> </ul>
Health & Safety	<ul style="list-style-type: none"> <li>Ensure compliance with all aspects of the Health &amp; Safety at Work Act 2015</li> <li>Hazard management and reporting is NOP, EAP and Poolsafe compliant</li> <li>Correct reporting of all Incidents/Accident as required by the NOP &amp; EAP</li> <li>Ensuring own and safety of others</li> </ul>
Chemical Handling	<ul style="list-style-type: none"> <li>Only Handling Chemical if specific training has been provided and completed</li> <li>Only handling Diatomaceous Earth (DE) as per the stipulations of the Material Safety Data Sheets (MSDS)</li> <li>Ensure compliance as per the HSNO Act during shift</li> </ul>

Responsibility	Key Functions/outcome
	<ul style="list-style-type: none"> <li>Ensuring that correct Personal Protection Equipment (PPE) is worn when handling chemicals</li> </ul>
Water Quality	<ul style="list-style-type: none"> <li>Only conducting water tests once training has been provided and assessed as competent</li> <li>Conducting water tests as per task allocation on the Team Roster</li> <li>Ensuring the correct and accurate recording of water test results in the online form</li> <li>Reporting any anomalies in results to the Lifeguard Supervisor</li> <li>Uploading Bore Monitoring data at 6am, 12pm and 6pm daily if responsible for water tests</li> </ul>
Customer Safety	<ul style="list-style-type: none"> <li>Ensure the safety of all pool users while stationed poolside</li> <li>Ensure enforcement of rules</li> </ul>
Maintenance	<ul style="list-style-type: none"> <li>Conducting maintenance tasks as per task allocation on the Team Roster or as per Team Leader Instruction</li> <li>Ensure that completed tasks are marked of on the cleaning board in the Lifeguard Office</li> </ul>
General	<ul style="list-style-type: none"> <li>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.</li> </ul>

Note:

## FUNCTIONAL RELATIONSHIPS

Internal	External
<ul style="list-style-type: none"> <li>Health &amp; Safety Officer</li> <li>Learn-to-Swim Staff</li> <li>Contact Energy Swim-Well Staff</li> <li>Swim Squad Staff</li> <li>Information Technology Staff</li> <li>People &amp; Capability Staff</li> <li>Parks &amp; Reserves Staff</li> </ul>	<ul style="list-style-type: none"> <li>Paying Customers &amp; Groups</li> <li>Emergency Services: Police, Fire, Ambulance</li> <li>Contractors: Electrical, Plumbing, Cleaning</li> </ul>

## 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
<ul style="list-style-type: none"> <li>• PLPC</li> <li>• PLSA</li> <li>• First Aid</li> </ul>	<ul style="list-style-type: none"> <li>• Driver's Licence</li> </ul>

### Personal Attributes

Essential	Desirable
<ul style="list-style-type: none"> <li>• Communication Skills</li> <li>• Honesty</li> <li>• Work Ethic</li> <li>• Flexibility</li> <li>• Ability to Work in Harmony with Co-Workers</li> <li>• Problem-Solving Skills</li> <li>• Loyalty</li> <li>• Understanding</li> <li>• Responsible</li> <li>• Self-Controlled</li> <li>• Persuasive</li> <li>• Forceful</li> <li>• Accommodating</li> <li>• Attentive</li> <li>• Assertive</li> </ul>	<ul style="list-style-type: none"> <li>• Technical Competency</li> <li>• Determination and Persistence</li> <li>• Eager and Willing to Add to Their Knowledge Base and Skills</li> <li>• Friendly</li> </ul>

## Competencies and Experience

Essential	Desirable
<ul style="list-style-type: none"> <li>Swim 200m competently</li> <li>Comfortable in Pool Water</li> </ul>	<ul style="list-style-type: none"> <li>Pool Lifeguarding</li> <li>Customer Services</li> <li>Cleaning</li> </ul>

## 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		