

POOL LIFE GUARD

Casual

Tom Price/Paraburdoo

JA 75

\$27.97 – \$31.70 per hour

THE POSITION

A vacancy now exists for the challenging role of Swimming Pool Life Guard for Vic Hayton Memorial Swimming Pool – Tom Price and Paraburdoo Swimming Pool. The role will focus on patron supervision, providing a safe, attractive and healthy aquatic environment.

To be successful you will be physically fit, highly motivated with a 'can do' community minded attitude. A recognised Pool Lifeguard Certificate, Current Senior First Aid Certificate, Current Bronze Medallion and previous experience in an Aquatic Recreation Environment is desirable however training will be provided for suitable applicants. Some knowledge of Swimming Pool Operations would be preferred.

CONDITIONS OF EMPLOYMENT

This position is offered for the Pool season commencing 01st October 2014 until 30th April 2015 on a Casual basis and hours will be allocated on a roster system. .

This position will offer candidates the opportunity to work in a flexible and friendly environment with a focus on training and development.

For further information on this position contact Jon Tapper, Pool Manager Tom Price on 0438 909 303 or Gary Anderson-Smith, Pool Manager Paraburdoo on 0408 935 749.

Applications will be received until **4.00pm on Monday 25th August 2014** and should be endorsed "**Confidential Application – Position JA 75**" and submitted as per the Information Package.

Please visit www.ashbuton.wa.gov.au to download the Position description and to submit your application. If you are having trouble accessing online, please contact Annwen Pettit on (08) 9188 4468.

Neil Hartley
Chief Executive Officer
Shire of Ashburton,
P O Box 567
TOM PRICE WA 6751

"The Shire of Ashburton is an Equal Opportunity Employer promoting a Smoke Free Work Environment"

INFORMATION REQUIRED FOR APPLICATION

Thank you for your interest in seeking information regarding the **Pool Lifeguard** position with the Shire of Ashburton.

Please submit your application:

- via email jobs@ashburton.wa.gov.au
- via our website www.ashburton.wa.gov.au
- via post: Chief Executive Officer
Shire of Ashburton
PO Box 567, TOM PRICE WA 6751
- or directly to our Shire offices in Tom Price, Paraburdoo or Onslow.

Your application should include the following:

Application Form

- Applications will not be accepted without a completed application form.

Covering Letter

- It is recommended that your covering letter is no longer than two pages and should introduce yourself to the selection panel and outline your experience in relation to the position. It must also include the title of the position, as well as the position reference number.

Curriculum Vitae / Resume

- Ensure your resume includes the details of at least two referees to whom you have directly reported to.

Canvassing of Councillor's will disqualify your application.

Applications for this position close on **4:00pm Monday 25th August 2014.**

Late applications:

Ensure your application is received by the Recruitment Coordinator before the closing date and time, as applications received after this date are **not considered.**

Should you have any further queries in relation to this matter, please contact the **Recruitment Coordinator, Annwen Pettit**, on **(08) 9188 4468.**

Application for JA75

PERSONAL DETAILS	
Title: Mr / Mrs / Ms / Miss / Other _____	
Surname: _____	Given Name: _____
Address: _____ Postcode: _____	
Phone Number: _____ (During Office Hours) _____ (Private)	
Email: _____	
Please ensure this is your personal email as should you be successful in gaining employment at the Shire, your employment contract will be sent to this email address	
Drivers Licence No: _____	
Expiry Date: _____ Classes: _____ Manual/Auto (please circle)	
Are you an Australia Citizen? YES <input type="checkbox"/> NO <input type="checkbox"/>	
If NO , visa and passport details must be attached to your application. Please indicate which type of visa you hold:	
<input type="checkbox"/> 457 Visa	<input type="checkbox"/> Student Visa
<input type="checkbox"/> NZ Citizen	<input type="checkbox"/> Occupational Trainee Visa
<input type="checkbox"/> Working Holiday Visa	<input type="checkbox"/> Sponsored Permanent Residency Visa
<input type="checkbox"/> Independent Permanent Residency Visa	<input type="checkbox"/> Other Temporary Visa
Please state the period that the Visa is valid From: ___ / ___ / ___ To: ___ / ___ / ___	
The following Documents will be Required During the Recruitment Process:	
Evidence of Right to Work in Australia (Australian Birth Certificate / Australian Passport / Permanent Residency / Work Permit Visa)	Attached <input type="checkbox"/> To be provided <input type="checkbox"/>
Driver's Licence	Attached <input type="checkbox"/> To be provided <input type="checkbox"/>
National Police Clearance	Attached <input type="checkbox"/> To be provided <input type="checkbox"/>
Working with Children Check (Only required if it is a requirement of the position)	Attached <input type="checkbox"/> To be provided <input type="checkbox"/>
Copies of Qualifications/licenses	Attached <input type="checkbox"/> To be provided <input type="checkbox"/>
How did you learn of this vacancy?	
<input type="checkbox"/> West Australian Newspaper	<input type="checkbox"/> Shire of Ashburton Website
<input type="checkbox"/> Pilbara Times	<input type="checkbox"/> LG Assist website
<input type="checkbox"/> Other (please specify) _____	<input type="checkbox"/> seek.com.au
	<input type="checkbox"/> LG Jobs website
	<input type="checkbox"/> careerone.com.au
HEALTH	
Compliance with occupational safety and health legislation is a requirement for all work places. We have an obligation to provide a duty of care and a safe working environment for all employees and to ensure that safety is a priority. Disclosure of an illness or injury will not eliminate you from consideration for employment for the position sought. Applicants who have a health condition are welcome to discuss its relevance to the position applied for by contacting Organisational Development on 9188 4468.	
Do you have any health related problems disabilities or pre-existing injuries that may affect your performance in this position or the safety of others? If yes, please provide details:	

<i>If offered the position, prospective employees will be required to undergo either a pre-employment Medical Examination, at the Shire's expense, or complete a Medical Declaration questionnaire.</i>	

WORKERS COMPENSATION			
Have you ever lodged a Workers Compensation claim that was settled before being accepted?	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
Do you have a current or previous Workers Compensation claim/s?	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
If you answered Yes to one of the above questions, please provide details:			

CONVICTIONS			
Do you have any current convictions for any offence from any court; or are you currently the subject of any charge pending before any court?	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
If yes , please give details			

Please Note: Possessing a criminal record does not necessarily make an applicant ineligible to be considered for a position at the Shire of Ashburton.			

REFEREES	
Only list referees whom we may contact. Please provide relevant work referees.	
1. Name of Referee:	Telephone:
Referee's Position:	
Company:	
Email Address:	
2. Name of Referee:	Telephone:
Referee's Position:	
Company:	
Email Address:	
Please Note: Should you have any difficulty completing your application please contact Annwen Pettit, Recruitment Coordinator on (08) 9188 4468 for assistance.	
Submission of an application does not automatically guarantee an interview.	
Equal Employment Opportunity	
The Shire of Ashburton is an equal opportunity employer. All applications for a position will be assessed against the criteria included in the position description. Applications will not be assessed until after the closing date. Selections will be based on merit for the position through a series of selection techniques.	
DECLARATION	
<i>I declare the above information to be true in all respects. I acknowledge that any statement which is found to be false or deliberately misleading, will make me, if employed, liable for dismissal</i>	
_____	_____
Signature	Date

I give permission for the Shire of Ashburton to keep my information on file for 12 months		
Yes	No	(please circle)

POSITION DESCRIPTION

POSITION TITLE:	Pool Life Guard
POSITION TYPE	SPEC_OFF
POSITION NO:	JA 75
LEVEL:	<i>Shire of Ashburton Collective Agreement 2011 Level A</i>
SECTION:	Community Services
RESPONSIBLE TO:	Paraburdoo Swimming Pool Manager or Vic Hayton Memorial Swimming Pool Manager
POSITIONS UNDER DIRECT SUPERVISION:	Pool Assistants

POSITION OBJECTIVES:

1. Support Pool Managers/Duty Managers to provide a safe, attractive and healthy aquatic environment and programs to meet the needs of the community and enhance community health and fitness, including family and community cohesion.
2. Effectively communicate with all patrons on safe use of the facilities available within the Aquatic Centre
3. Effectively initiate, support and follow Emergency Response procedures.
4. Assist all Pool Staff in maintaining a safe, clean and hygienic facility
5. Take part in all training activities, in house and external courses

REQUIRED ATTRIBUTES:

KNOWLEDGE:

- Knowledge and experience in first aid, aquatic rescue techniques and emergency procedures.
- Developing understanding of the principles of Equal Opportunity and Diversity, as well as Occupational Safety and Health Regulations 1996 and legislations.
- Developing knowledge of council's organizational structure and functions.

SKILLS:

- Developing verbal and written communication skills.
- Developing public relations and interpersonal skills.
- Developing conflict resolution and negotiation skills.
- Developing ability to work unsupervised.
- Developing supervisory and team skills.
- Developing literacy and computer skills.

EXPERIENCE:

- Some knowledge of Swimming Pool Operations.
- Previous experience in an Aquatic Recreation Environment
- Experience in a local government environment

QUALIFICATIONS AND / OR TRAINING:

- Current Pool Lifeguard Certificate.
- Current Senior First Aid Certificate.
- Current Bronze Medallion.
- Current National (Federal) Police Clearance.
- Working with Children Check.
- Current "C" class drivers license

PHYSICAL ATTRIBUTES OF THE POSITION

Persons in this position must demonstrate and maintain a level of fitness to meet the physical attributes of the position as follows

- lifting, bending and stretching in the course of work
- standing for long periods at times
- working in extreme weather conditions

OUTCOMES FOR THIS POSITION:

1. Management and Operations of Swimming Pool

- Assist in ensuring that the Shire of Ashburton provides an efficient and safe pool for the community to use.
- Liaise and communicate with the Pool Manager or Duty Manager on all matters concerning the pool.
- Liaise and communicate with the public benefits of the pool, opening hours and programs run at the centre.
- Assist Pool Manager and Duty Manager in undertaking weekly and monthly maintenance inspections.
- Assist in maintaining the Pool and surrounds, carry out other duties as instructed by the Pool Manager or Duty Manager.
- Report all defects, hazards, equipment/infrastructure faults/damage to the Pool Manager or Duty Manager.
- Assist in maintaining a high level of hygiene in the Pools, Change Rooms, toilets and pool surrounds.
- Carry out cleaning and gardening duties when required.
- Supervise Pool Assistants.
- Assist with supervision of events.
- Assist the Pool Manager or Duty Manager to co-ordinate water based activities such as water polo, aqua aerobics, competitive Swimming, and Learn to Swim programs.
- Perform and assist with emergency procedures such as first aid, crowd control and rescues when necessary.
- Assist the Swimming Pool Manager or Duty Manager in maintaining the facilities in a hygienic, clean and presentable condition. This may include toilets, change rooms, chemical shed, office, plant room, kiosk, storage shed, car park and surrounds.
- Enforce Council's By-Laws relating to the Swimming Pool.

- Complete Incident Reports, maintain the Pool Diary and participate in debriefs as required for any incidents that may occur.
- Report any incidents that occur to the Pool Manager or Duty Manager and enter into the Pool Diary
- Provide supervision of all patrons and ensure workplace safety standards are maintained.
- Assist with Swimming Pool promotional activities as requested.
- Participate in Training courses, in house training and team building sessions.

2. Safety and Health

- Report all accidents and incidents arising in the course of work (including those situations which involve patrons) to the Pool Managers.
- Operate plant and equipment as requested in accordance with the manuals, using the appropriate PPE and following safe work practices.
- Take reasonable care to ensure personal safety and health at work and that of other persons in the work place.

3. Administration

- Complete incident reports.
- Enter daily activities in the Pool Diary

4. Public Relations:

- Promote and maintain good customer service, treating all customers in a professional manner.
- Liaise with patrons and clients on programming schedules at the pool.

5. Work Schedule

- The Vic Hayton Memorial Swimming Pool and Paraburdoo Swimming Pools operate 8am to 8pm 7 days per week. It may be necessary to roster Life Guards to work within any of these times.
- The centre is available for after hour functions which may require Life Guards to work outside what is normal hours.
- Holidays must be taken during the 'winter break' when the pool is closed to the public.

General:

- Work proactively within the organisation to promote, support and adhere to a holistic OSH and risk management culture and associated policies and procedures.

CORE COMPETENCIES

All Council employees are required to achieve and maintain an acceptable level of competence in the following areas. Assessment will be ongoing with a formal review to occur annually and the first assessment being at 3 months of employment.

In carrying out their duties employees must at all times:

1. Demonstrate an appropriate knowledge of Council's purpose, structure, values and services with particular emphasis on one's own area of employment.

2. Display a customer focused attitude when dealing with both internal and external customers.
3. Prioritise and respond to tasks within agreed timeframes
4. Capture and maintain records.
5. Communicate in a clear and concise manner when dealing with customers and fellow employees.
6. Deliver a high quality service and seek ways to improve work processes
7. Co-operate with other employees, actively seeking to share the workload and assist in enhancing team morale.
8. Demonstrate a commitment to the Council as the employer and maintain a high level of integrity, fairness, honesty and confidentiality.
9. Show respect to other employees and actively discourage all forms of discrimination, harassment and bullying.
10. Demonstrate an understanding of Council's Occupational Health and Safety policies and procedures and conform to all OHS requirements of the job.
11. Comply with the Shire's Risk Management Policy Procedures, and actively participate in the risk management, organisational performance review and evaluation programs as well as applying risk management principles to all tasks, functions and services.
12. Actively take part in all relevant programmed training activities and seek to improve performance by gaining new skills and knowledge.

RISK MANAGEMENT AND OCCUPATIONAL SAFETY AND HEALTH RESPONSIBILITIES

Employees are responsible and accountable for:

- Compliance with workplace policies and procedures for operational and safety risk identification, risk assessment and risk controls
- Active participation in activities associated with the management of workplace health and safety
- must use, store and maintain items, equipment and facilities provided in the interests of safety and health (protective clothing, machine guards, first aid provisions etc) in a manner in which he/she has been properly instructed.
- must not willfully interfere with or misuse items or facilities provided in the interests of safety and health of Council employees
- must, in accordance with Council procedures for accident and incident reporting, report potential and actual hazards and accidents/incidents to their supervisor and/or safety and health representatives
- must cooperate with the employer in the carrying out of their obligations (S 20 OS&H act)
- must comply with the Shire Injury Management Program

The Council Philosophy is to develop a multi skilled Community Development department capable of having all staff members working together as a team. Although specific duties are set for each staff member, we encourage officers to learn each other's jobs to assist in accommodating leave arrangements, sickness days.

CONTINUOUS LEARNING

All Council employees are expected to accept continuous learning as part of their position. This learning may involve a range of methods, from in-house workshops to training and development by external providers.

Learning and development is considered necessary to assist with effectively carrying out the duties of the position.

CONDUCT

At all times employees should act in a manner that enhances community confidence in Council. The community is entitled to quality service and a positive helpful attitude.

While on duty, employees are to give the whole of their time and attention to the business of Council. Employees need to keep up to date with advances in their area of responsibility and carry out their duties conscientiously, honestly, fairly and impartially.

Employees are required to treat all people with courtesy and sensitivity concerning their rights. All employees are required to comply with the Code of Conduct at all times.

EXTENT OF AUTHORITY:

- Works within confines of standards and procedures under general supervision of the Vic Hayton Memorial Swimming Pool Manager and the Paraburdoo Swimming Pool Manager.

ACKNOWLEDGEMENT

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

NOTE THAT SIGNING THE PD INDICATES AN AGREEMENT AND ACCEPTANCE OF THE CONTENT AND CONDITIONS.

Employee _____

Date_____

Manager _____

Date_____