Lifeguard – Aquazone

CLASSIFICATION: Band 3

OCCUPANT: Vacant

DATE: November 2026

POSITION CONTEXT & OBJECTIVE(S):

To manage risk ensure the safety and wellbeing of all participants in the aquatic areas of AquaZone Leisure Centre.

KEY RESPONSIBILITIES AND DUTIES:

Operations

- Ensure orderly behaviour and the safety of users of all Centre water spaces.
- Ensuring all pool safety equipment is checked on a daily basis
- Ensure all aquatic areas and change areas are maintained in a clean and tidy presentation.
- Ensure all pool equipment is maintained and utilized in the correct manner and kept in excellent working condition at all times.
- Available to work weekdays, weekends and public holidays.
- Supervision, rescues and emergency interventions in accordance with the centre's policies and procedures, RLSSA Guidelines for Safe Pool Operation and industry standards and practices.
- Assisting in the coordination and regulation of pool space by patrons and user groups and ensuring allocated areas are clearly defined and marked with signage.
- Undertaking regular supervisory circuits of the centre's water space and change facilities.

Finance and Administration

- Maintain accurate record keeping procedures in the areas of responsibility for the position.

Occupational Health and Safety

- Identify, respond to and record incidents involving patrons, and where necessary notify the Duty Supervisor to take action to reduce risk.
- Assist with the implementation of emergency and evacuation procedures as directed by the Duty Supervisor.

Customer Service

- Respond to customer enquiries and take action as required to resolve complaints and where necessary notify the Centre Operator to take action.

Training and Knowledge

- Maintain competency via attendance at scheduled workshops, lifeguard meetings and/or training sessions, as directed by the Centre Management or their representatives.
- Have a sound knowledge of the Centre and its programs and services and communicate this to users when required.
- Keep abreast of the latest techniques and trends in Lifeguarding.

Council is committed to creating and maintaining a child safe and child friendly city, where all children are valued and protected from abuse. Child safety and wellbeing are a community responsibility and are everyone's business. The safety of children in our care is Council's first priority and we have zero tolerance for child abuse or harm.

Lifeguard – Aquazone

KEY SELECTION CRITERIA:

Applicants are required to address in writing the key selection criteria in their applications and will need to demonstrate to the selection panel that they have met the following criteria:

1. Current Pool Lifeguard qualification
2. Experience in working in the aquatics industry
3. Good communication skills
4. Current Level First Aid Certificate

The qualifications, skills and experience outlined in this position description are ideals to which the occupant will aspire. Unless specifically stated, they are not absolutely essential.

GENERAL EMPLOYMENT PROBITY CHECKS:

The incumbent must have and maintain a current Fit2Work (Police Records):
☐ YES

The incumbent must have and maintain a Working with Children Check:
☐ NO

ORGANISATIONAL RELATIONSHIPS:

Reports to:	Centre Operations Team Leader
Supervises:	N/A
Internal Contacts:	Other Centre Staff & City Council Staff
External Contacts:	User Groups, General Users

RELATIVE LEGISLATION

- Fair Work Act 2009
- National Employment Standards
- Occupational Health & Safety Act 2004
- Superannuation Act 1976
- Victoria Long Service Leave Act 2018
- Victoria Workplace Injury Rehabilitation and Compensation Act 2013
- Gender Equality Act 2020

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- The Lifeguard is responsible for performance in the areas of Key Responsibilities and Duties outlined above.
- Decisions and advice impact directly upon individual customer satisfaction.
- The Lifeguard's advice also contributes to the development of organisational procedures and systems.

Lifeguard – Aquazone

JUDGEMENT AND DECISION MAKING:

- The Lifeguard is required to make judgements under general supervision about the handling of a wide range of service matters.
- Decisions about individual issues must be based on a sound knowledge of the whole of the Centre's activities and can be referred to the Duty Supervisor or Aquatics Team Leader where applicable.

SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be utilised:

- Demonstrated experience in life guarding at a public aquatic facility.
- Demonstrated understanding of the public aquatic facility industry

MANAGEMENT SKILLS:

The following management skills are required to be utilised:

- Skills in managing time, individual customer issues and one's own work priorities.

INTERPERSONAL SKILLS:

The following interpersonal skills are required to be demonstrated:

- Good written and oral communication skills.

QUALIFICATIONS AND EXPERIENCE:

The following qualifications and experience are required for the position:

- Current Pool Lifeguard qualification.
- CPR
- Current Level 2 First Aid Certificate
- Working With Children Check

TERMS AND CONDITIONS OF EMPLOYMENT:

The Terms and Conditions in this Position Description are to be read in conjunction with the Warrnambool City Council Enterprise Agreement.

OTHER DUTIES:

Responsibilities and duties included in this Position Description are subject to the Multi-skilling provisions of the relevant Award and/or the Warrnambool City Council Enterprise Agreement.

Lifeguard – Aquazone

AGREEMENT:

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms & Conditions of Employment and I agreed to abide by the terms and conditions stipulated therein.

Name:	
Signature:	
Date:	