

POSITION DESCRIPTION



Date: 24 September 2025

1. Position Identification

Title:	Lifeguard				
Position Number:	PE.RE.34	Level:	3	Agreement:	Shire of Exmouth Industrial Agreement 2025
Department:	Corporate and Commercial Services				
Section:	Economic and Lifestyle Services				
Location:	Exmouth, Western Australia				

2. Reporting Relationships

Reports to:	Swimming Pool Manager
Operationally Responsible to:	Duty Manager Swimming Pool
Direct Reports:	Nil

3. Value Statement

Embrace and promote the values of integrity, accountability, respect and innovation.

- **Integrity**
We act with care and diligence - making decisions that are honest, impartial, timely and based on all relevant information.
- **Accountability**
We use Shire resources in a responsible and accountable manner that ensures the efficient, effective and appropriate use of resources and information.
- **Respect**
We treat people with dignity, fairness and recognise their interests and rights.
- **Innovation**
We strive for continuous improvement, embrace change and challenge the status quo.

4. Role Purpose

To assist in providing the patrons of the Paltridge Memorial Swimming Pool with a safe, hygienic and a high-quality experience at the aquatic facility.

Assist with the supervision of patrons in accordance with Local Law, Council Policy and Statutory Aquatic Facilities requirements under the supervision of the Swimming Pool Manager/Duty Manager Swimming Pool.

5. Key Objectives

Ensure to maintain a high level of customer service and the safety and well-being of patrons whilst at the facility.

Ensure that all rules and regulations are complied with.

To administer first aid if a situation requires it with the appropriate training.

Liaise with the Manager and Duty Manager Swimming Pool for the timely provision of services to the swimming pool.

6. Key Responsibilities

Assist with supervision of patrons and exercising a duty of care to the general public.

Assist with carrying out the day-to-day operations and activities of the Paltridge Memorial Swimming Pool.

Support the Swimming Pool Manager/ Duty Manager Swimming Pool to enforce Council local laws and policies relating to Swimming Pool operations.

Assist with maintaining order and controlling of the pool users with particular attention to safety and proper use of the facilities.

Ensure to effect a rescue including, but not limited to administer first aid and resuscitation when necessary.

Ensure effective maintenance and cleaning of all swimming pool facilities including toilets and change rooms, as well as ground maintenance and general cleaning to a high standard and in accordance with relevant regulations, policies and procedures.

Maintain current qualifications as a pool lifeguard.

Assist in operations of the Spray Park as directed.

Work effectively as part of team to achieve excellent customer service.

Other

Any other duties consistent with the level of this position.

7. Risk Management and Workplace Health and Safety

Participate, contribute and demonstrate personal commitment to safe practice and environmental awareness that is compliant with Duty of Care requirements under the Work Health and Safety Act 2020 and relevant regulations and guidance notes.

Identify potential hazards and take appropriate action in accordance with policies and procedures.

8. Qualifications and Work Experience

Mandatory Requirements

- Valid permanent Australian Work Rights.

Essential Requirements

- Minimum Bronze medallion or equivalent.
- Provide First Aid certificate or equivalent.
- Obtain lifeguard qualifications at the next available opportunity.
- Ability to obtain recertification as may be required for any qualifications held, as deemed necessary.
- Physically fit to meet the inherent requirements of the position.
- Ability to demonstrate and support the values of the Shire of Exmouth.

Desirable Requirements

- Lifeguard Qualifications.

Note: The requirements and responsibilities in this position description are a general guide only and are not all inclusive. The Position Description may be reviewed at any time based on operational requirements.