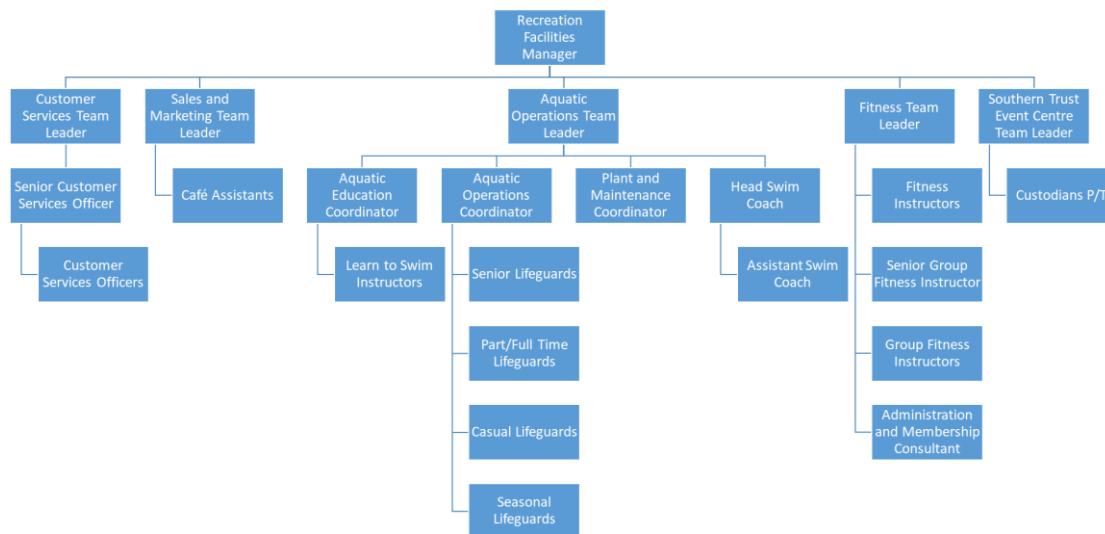


## Position Description: District Pool Senior – Lifeguard and Pool Operations

<b>Business Group</b>	Community Services
<b>Reports To</b>	Aquatics Operations Coordinator
<b>Direct Reports</b>	20+
<b>Date</b>	September 2019
<b>Budget Responsibility</b>	\$0
<b>Financial Delegation</b>	\$0

### Business Group Structure



### Purpose of the Position

The purpose of the District Pool Senior position is to supervise and provide leadership to the Lifeguard Team, ensuring a high quality and effective service is provided that is responsive to the communities needs, with a focus on continuous improvement.

The District Pool Senior is responsible for ensuring the Lifeguard Team are meeting and exceeding customer expectations, and ensuring that a safe, clean and enjoyable recreation environment is provided to all customers.

A broad cross section of the public will be dealt with, from children to adults, requiring good public relation skills.

### **Key Relationships / Customers**

<b>External</b>	<b>Internal</b>
Members of the public	All TDC Staff

### **Position Responsibilities**

Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform, if asked to do so.

1. Provide leadership support to the Aquatic Operations Coordinator and Aquatic Operations Team Leader.
2. Ensure a safe environment for all customers by maintaining constant vigilance on poolside.
3. Ensure lifeguard breaks and rotations meet facility, customer and Poolsafe requirements.
4. Promote and comply with facility rules and regulations.
5. Identify and manage risks and hazards in an objective manner.
6. Exceed customer need and expectations by providing prompt and effective solutions for service and information requests.
7. Enforce poolside discipline.
8. Ensure cleanliness of the pool, pool surrounds and changing facilities at all times.
9. Ensure water tests and pool water quality comply with NZS 5826:2010.
10. Day to day ongoing tasks as instructed by the Aquatic Operation Coordinator and Aquatic Operations Team Leader.
11. Communicate openly and objectively and with an appropriate manner.
12. Record and report all incidents and hazards.
13. Provide quick and efficient handling of emergencies and administer First Aid as and when required.
14. Responsible for maintaining and providing a safe working environment.

15. Assist with other duties as reasonably required by the Aquatics Operations Coordinator or Aquatic Operations Team Leader.
16. To actively contribute to health, safety and wellbeing through working safely, taking responsibility for keeping self and colleagues free from harm, reporting all incidents and hazards promptly and knowing what to do in the event of an emergency.
17. To be actively involved in Civil Defence Emergency Management when required.
18. To live the COSI values; Customer Focus, One Team, Success and Integrity.

### **Formal Qualifications / Training / Experience**

<b>Minimum Qualification</b>	A current first aid and pool lifeguard practicing certificate.
<b>Desired Qualification</b>	A recognised water treatment qualification
<b>Minimum Experience</b>	Two years experience as a lifeguard, or similar position
<b>Other</b>	All applicants are required to complete a police check with a satisfactory result.

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 Erin Mitchell  
**Aquatic Operations Coordinator**

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**District Pool Senior**

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**Date**