



POSITION DESCRIPTION

PART 1 – POSITION DETAILS

Position Title:	Lifeguard (Casual)
Classification Level:	QLGIA (Stream A) – Division 2, Section 1- Level 2
Industrial Instruments:	Torres Shire Council Certified Agreement 2022
Date prepared/ Updated:	March 2026
Position Purpose:	The Lifeguard is responsible for ensuring the safety, supervision, and wellbeing of all patrons using the aquatic facilities, including pools and splash-play areas. The role also provides operational support through water quality monitoring, basic facility maintenance, cleaning, and customer service to ensure the complex operates safely, efficiently, and to a high standard at all times.
Reports To (Position Title):	Sports Complex Supervisor
Roles Reporting to This:	Nil
Key Relationships / Interactions:	<p>Internal</p> <ul style="list-style-type: none">• Sports Complex Manager• Facility staff (lifeguards, fitness staff, maintenance)• Finance, Procurement and administration teams• Manager Corporate & Community Services• Other Council Staff <p>External</p> <ul style="list-style-type: none">• Facility customers and members• Community groups and sporting clubs• Schools and external organisations• Suppliers and contractors• Police
Decision Making Authority:	The position is accountable to the Manager Sports Complexes.



PART 2 – KEY RESPONSIBILITIES

Key Result Area	Major Tasks
<p>Job Specific Responsibilities</p>	<p><i>Lifeguard Duties</i></p> <ol style="list-style-type: none"> 1. Provide vigilant supervision of all pool and splash-play areas in accordance with recognised lifeguard standards and organisational procedures 2. Prevent accidents through proactive observation, hazard identification, and enforcement of facility rules 3. Respond promptly and effectively to emergencies, including rescues, first aid, and CPR 4. Maintain constant awareness of patron behaviour, environmental conditions, and potential risks 5. Assist in managing crowd control during peak periods, events, and programs 6. Communicate safety instructions clearly and professionally to patrons 7. Complete incident reports accurately and in a timely manner 8. Participate in emergency drills and ongoing training requirements <p><i>Pool & Splash-Play Maintenance Support</i></p> <ol style="list-style-type: none"> 1. Assist with routine pool and splash-play area maintenance, including: <ul style="list-style-type: none"> ▪ Water testing and recording of chemical levels in accordance with health regulations ▪ Monitoring water clarity, temperature, and safety conditions ▪ Cleaning pool edges, splash-play surfaces, and surrounding areas ▪ Basic plant room checks as directed (within training limits) ▪ Identifying and reporting maintenance issues or equipment faults 2. Conduct daily inspections of aquatic areas to ensure safe operating conditions <p><i>Lifeguard Equipment Checks</i></p> <ol style="list-style-type: none"> 1. Maintain inspect and maintain lifeguard and emergency equipment, including rescue tubes, spinal boards, first aid kits, and communication devices 2. Ensure all equipment is operational, accessible, and compliant with safety standards 3. Report damaged or missing equipment immediately <p><i>General Facility Maintenance Support</i></p> <ol style="list-style-type: none"> 1. Assist with maintaining overall cleanliness and presentation of the facility when needed, including: <ul style="list-style-type: none"> • Cleaning and restocking toilets when required • Replacing toilet paper and consumables • Emptying bins and managing waste • Responding to spills or hazards promptly (Cleaning duties are primarily undertaken during busy periods or when cleaning staff are not available)



	<p><i>Kiosk Support (if required)</i></p> <ol style="list-style-type: none"> 1. Coordinate Assist with kiosk operations during peak periods or staff shortages, including: <ul style="list-style-type: none"> • Basic customer service • Handling simple sales transactions (if trained) • Maintaining cleanliness of kiosk area <p><i>Customer Service</i></p> <ol style="list-style-type: none"> 1. Provide friendly, professional service to all patrons 2. Promote a welcoming, inclusive, and safe environment 3. Respond to enquiries and provide information about facility services, programs, and rules 4. Manage difficult situations calmly and professionally <p><i>Workplace Health & Safety</i></p> <ol style="list-style-type: none"> 1. Liaise with all Workplace Health and Safety requirements, policies, and procedures 2. Identify hazards and report risks promptly 3. Use equipment safely and follow safe work practices 4. Participate in safety training and briefings
<p>Supervisory Responsibilities</p>	<p>Nil</p>
<p>Communication & Interpersonal Responsibilities</p>	<ol style="list-style-type: none"> 1. Communicate clearly, politely and respectfully with customers, coworkers and supervisors. 2. Create a welcoming environment by engaging with all people in a friendly and approachable manner. 3. Work cooperatively as part of a team and demonstrate professionalism at all times. 4. Lead by example through a strong work ethic and positive attitude. 5. Follow instructions and ask questions when unsure. 6. Provide basic information to customers and refer more complex matters to a supervisor. 7. Report maintenance issues, hazards or incidents promptly. 8. Complete simple records such as checklists, logbooks and timesheets accurately. 9. Be punctual for work, meetings and assigned duties. 10. Maintain a high standard of personal presentation and grooming. 11. Comply with Council's Code of Conduct, policies and procedures.
<p>Legislative Responsibilities</p>	<ol style="list-style-type: none"> 1. Corporate recordkeeping is the responsibility of all staff. This position is required to comply with the Councils 'Corporate Recordkeeping' Policy and associated procedures. 2. Observe Council's policies and procedures to ensure compliance with all relevant legislation, including: <ul style="list-style-type: none"> • <i>Local Government Act 2009</i> • <i>Local Government Regulations 2012</i> • <i>Industrial Relations Act 2016</i> • <i>Workplace Health and Safety Act 2011;</i> • <i>Workplace Health and Safety Regulation 2011;</i>



	<ul style="list-style-type: none">• <i>Commonwealth Age Discrimination Act 2004;</i>• <i>Commonwealth Racial Discrimination Act 1975</i>• <i>Commonwealth Sex Discrimination Act 1984</i>• <i>Environmental Protection Regulation 1998;</i>• <i>Equal Opportunity in Public Employment Act 1992;</i>• <i>Anti-Discrimination Act 1991;</i>
Confidentiality and Privacy	<ol style="list-style-type: none">1. Keep all confidential information, whether written or verbal, as well as any intellectual property developed, utilised or otherwise gained by the employee in the course of employment, completely confidential, even after completion of employment.2. Ensure compliance with:<ul style="list-style-type: none">• <i>Right to Information Act 2009</i>• <i>Information Privacy Act 2009</i>

PART 3 – PERSON SPECIFICATION

Qualifications & Experience
<ol style="list-style-type: none">1. Previous lifeguard experience or ability to meet lifeguard qualifications2. Employees in this role are expected to:3. Demonstrate professionalism, reliability, and accountability4. Promote safety as the highest priority5. Work cooperatively as part of a team6. Treat all patrons with respect and fairness7. Maintain confidentiality where required
Technical Skills & Abilities
<ol style="list-style-type: none">1. Hold a current Lifeguard qualifications2. Ability to swim competently and perform water rescues3. Ability to stand for extended periods4. Capacity to undertake manual handling and cleaning tasks5. Ability to work outdoors in varying weather conditions

PART 4 – SELECTION CRITERIA

Essential Skills, Experience & Qualifications
<ol style="list-style-type: none">1. Current Pool Lifeguard Qualification (e.g., Royal Life Saving or equivalent) – or ability to attain2. Current First Aid Certificate (HLTAID011 or equivalent) – or ability to attain3. Current CPR Certificate– or ability to attain4. Working with Children Blue Card – or ability to attain5. Demonstrated ability to supervise aquatic environments safely6. Good communication and interpersonal skills



7. Ability to remain alert and respond effectively in emergency situations
8. Capacity to undertake cleaning and manual tasks
9. Ability to work flexible hours, including weekends, evenings, and public holidays.