

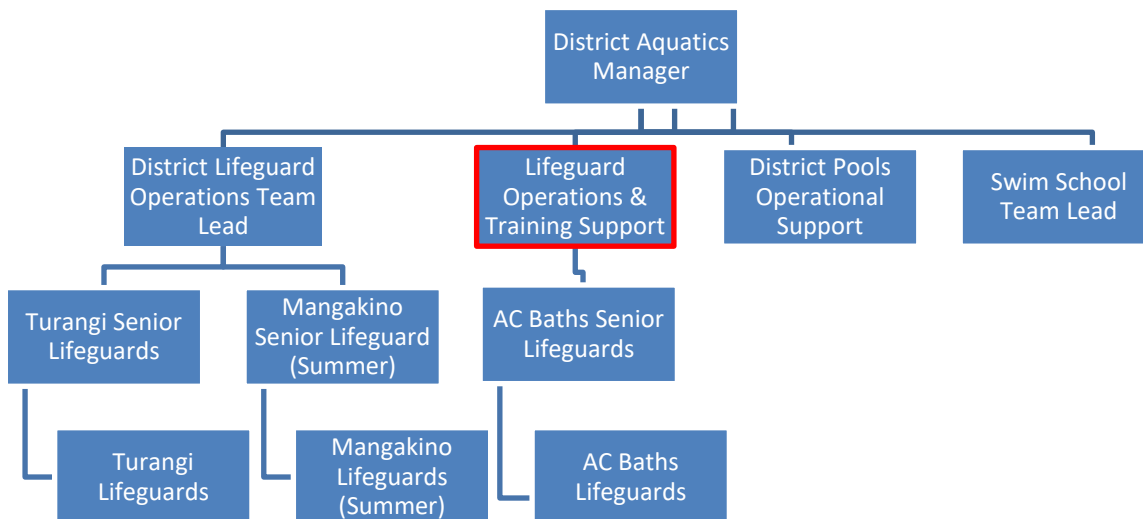
LIFEGUARD OPERATIONS & TRAINING SUPPORT

POSITION DESCRIPTION

POSITION INFORMATION

Group	Community Infrastructure & Services
Team	Events & Venues
Reports to	District Aquatics Manager
Direct Reports	Senior Lifeguards AC Baths
Primary Location	AC Baths, Turtle Pools and Mangakino
Financial Authority	\$0

TEAM STRUCTURE



POSITION PURPOSE

- Provide support to District Pools Operational Support with plant operation and water testing
- Deliver training programmes for AC Baths, Turangi and Mangakino pools
- Oversee daily operations at AC Baths
- Supervise AC Baths Senior Lifeguards

KEY RESPONSIBILITIES

Responsibility	Key Functions/outcome
AC Baths Operations	<ul style="list-style-type: none"> • Oversee and manage daily operations • Supervise staffing levels • Assist in recruitment and onboarding of new staff • Assist team leads in managing operations • Train and support staff in safe plant operation and hazard management. • Weekly Minute meeting notes • Could be asked to assist in daily operations for other district pools. • Assist in Chemical Inductions of new staff
Lifeguard Assistance Turangi, Mangakino and AC baths	<ul style="list-style-type: none"> • Delivery of staff training programmes • Operational Support Mentor lifeguards during shifts, reinforce best practices, and address performance gaps • Work closely with wider District Aquatics Leadership team to manage staffing levels and competencies • Assist in onboarding staff • Support Te Mahi Ako enrolments
Supervision and Leadership	<ul style="list-style-type: none"> • Ensuring team members are led and supervised effectively • Supervise service levels • Ensure facility presentation is to the highest standard • Take proactive, preventative steps to supervise and control the use of all pools, ensuring a safe and enjoyable environment • Ensure that all staff are achieving their specific objectives by monitoring their work with performance reviews • Coaching, mentoring, supporting, empowering and encouraging of all staff
Strategic Pool Plant Maintenance Support	<ul style="list-style-type: none"> • Liaise with district pool operational support to assist with plantroom and water quality standards. • Assist in water quality monitoring and lab testing across all aquatic facilities, under guidance of District operational support. • Support in ensuring compliance with NZS 5826:2010 and public health standards • Assist in training and support staff in safe plant operation and hazards management.
Operational Supervision and Continuous Improvement Support	<ul style="list-style-type: none"> • Support staff rostering and continuous monitoring to ensure compliance. • Ensure pools are operated in accordance with PoolSafe guidelines along with the SOPs • Stay informed as to the relevant skills and qualifications. • Staff training delivery and compliance of industry standards.

Responsibility	Key Functions/outcome
Records and Reporting	<ul style="list-style-type: none"> • Ensure accuracy of information/records in systems adopted by the department/organisation. • Produce accurate reports as required for managers and/or The Executive • Assist with and contribute to the preparation of the annual pool safe audit
Health & Safety and Wellbeing	<ul style="list-style-type: none"> • Model a culture of safety and wellbeing for your staff (if in a Supervisor/Manager position) • Take responsibility for your own health and safety • Ensure your own actions keep self and others safe • Identify, report and assist to eliminate hazards/risks in workplace • Participate in local workplace safety management practices • Participate in workplace wellbeing initiatives • Ensure compliance under Health and Safety at Work Act 2015
Project Management	<ul style="list-style-type: none"> • Undertakes projects and/or other initiatives that may be assigned by your manager or The Executive
Emergency Management	<ul style="list-style-type: none"> • Participates in civil defence emergency management (CDEM), events and training if required

Note: This is a broad outline of the responsibilities for this position and not an exhaustive list of your responsibilities. Key responsibilities may vary from time to time as directed by your supervisor/manager to accommodate the operational needs of the team and organisation.

FUNCTIONAL RELATIONSHIPS

Internal	External
<ul style="list-style-type: none"> • District Aquatics Leadership team • Events & Venues team • Lifeguards • Swim School staff • AC Baths, Mangakino and Turangi teams • People & Culture team • Health & Safety Manager • Various other TDC staff 	<ul style="list-style-type: none"> • Industry networks and other Facility supervisors • Industry partners – Sport Waikato, Educational Institutions, Groups and Clubs, Business Partners • Service providers – Contractors, Consultants • Stakeholders – User groups, Individual Users, Affiliates, Iwi and Hapū • PoolSafe – Recreation Aotearoa • Statutory bodies – occupational H&S, Police, Health Department

Internal	External
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Six key behaviours summarise how we will operate and support our values:

- Share and seek information with open, effective and intentional communication
- Support one another with honesty, respect and integrity in all interactions
- Exceed expectations of the community and beyond
- Seek improvement in all that we do
- Harmonise life and work
- Build a stronger relationship with the whenua and the people

PERSON SPECIFICATION

Education and Qualifications

Essential	Desirable
<ul style="list-style-type: none"> • New Zealand Certificate in Aquatics (Pool Lifeguard) Level 3 • Pool Lifeguard Practicing Certificate • First Aid Certificate (6400, 6401, 6402) • NZ Certificate in Aquatic Treatment Systems (Level 4) or OPUS Pool Water Treatment and Operations Certificate 	<ul style="list-style-type: none"> • Business management degree or diploma • New Zealand Certificate in Aquatics (Pool Lifeguard) Level 4

Personal Attributes

Essential	Desirable
<ul style="list-style-type: none"> • Technical competency • Communication skills • Conflict management skills • Ability to interact with internal and external customers • Problem solving skills • Work ethic • Time management skills • Consistency 	<ul style="list-style-type: none"> • Flexibility • Determination and persistence • Ability to work in harmony with co-workers • Results driven • Cultural competency

Competencies and Experience

Essential	Desirable
<ul style="list-style-type: none"> • Proven staff leadership and supervision skills, in particular performance management • Industry knowledge with plant, operations and facilities experience 	<ul style="list-style-type: none"> • Forklift license • Working from heights ticket • Confined spaces ticket • Chemical handling ticket

Essential	Desirable
<ul style="list-style-type: none"> • Current full drivers license • Knowledge and understanding of occupational Health & Safety legislation relevant to the organisation • Working experience of dealing with customers • Excellent MS, Word and Excel skills 	

JOB DESCRIPTION SIGN-OFF

Please note that this Job Description will be discussed annually to ensure currency of the position responsibilities.

	Manager	Employee
Name		
Signature		
Date		