

Head Lifeguard



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. -Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

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JOB SUMMARY

Responsible for overseeing the overall health, safety and welfare of community citizens who patronize the city's public pool. Responsible for daily operations of the pool and part-time/seasonal staff. Assists in maintaining the facility. Performs lifeguard and related duties. Responsible for ensuring pool and facility areas remain safe and guarded at all times. Performs water rescues as necessary. Responsible for opening and closing the pool each day, ~~provide aquatic programs~~providing aquatic programs, and enforcement of all facility rules. Work is performed under close supervision.

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ESSENTIAL JOB FUNCTIONS (examples, not all-inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. - It is not necessarily descriptive of any one position in the class. -The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

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- Responsible for the safety of pool users.
- Assists with planning and organizing the workloads and staff assignments.
- Manage and enforce disciplinary issues of subordinate staff.
- Assists with training, motivation, and evaluation of assigned staff.
- Collects fees for programs and events.
- Work with Microsoft Office programs, ~~Department, and department~~ software for applicable use.
- Lifeguard from the appropriate lifeguard stand or walks/stands alongside approved areas.
- Supervises the activities of the public utilizing the pool facilities.
- Adheres to all state, health and safety standards and policies.
- Assess program participants for appropriate skill categorization.
- Maintains a positive and professional image for fellow workers and patrons.
- Assists with chemical adjustments as necessary for controlling balance and sanitation.
- Ensures all equipment and pool areas are in a safe serviceable condition.
- Teach various aquatic programs/classes.
- Open and close the pool daily.
- Monitors conditions conducive ~~for to~~ facility use (i.e. Lightning Detection protocols).
- Remove equipment from the pool as necessary (heating blankets, etc.).
- Maintains current certifications by attending seminars, classes, workshops, etc.
- Performs First Aid and CPR as necessary.

- Greets patrons and responds to general inquiries applicable to the Parks and Recreation Department.
- Instructs or assists with implementing activities and supervising of program participants.
- Processes program registrations or applicable paperwork relative to the Department's needs.
- Performs light upkeep of facility from program use.
- Responds to routine questions, complaints, or requests for service.
- Communicates with supervisor relative to program/facility needs.
- Reports safety concerns and hazards to the supervisor.
- Assists with Department Special Events.
- Assist in emergency management preparations and operations.
- Ensures and enforces facility policies, regulations, and safety rules of the Parks and Recreation Department.
- Maintain an appropriate uniform appearance, clear and free from obstruction, to clearly display the Lifeguard insignia.
- Work a varied schedule to include, nights, weekends, and holidays.
- Maintains accurate records of program participants.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High School Diploma or ~~G.E. Equivalent~~; ~~e~~Completion of approved lifeguard course ~~is required~~; ~~First Aid and CPR certification~~; an equivalent combination of education, certification, training, or experience may be considered. Water Safety Instructor (WSI) Certification ~~n a preferred~~. ~~And~~ previous Lifeguard/Swim Instruction experience ~~is preferred~~. Two (2) years' ~~of~~ experience in a related field/supervising ~~is~~ strongly preferred. Additional qualifying experience or completion of coursework at an accredited college or university in a job-related field may substitute on a year-for-year basis for one year of the required experience or education. Possess or be able to obtain a valid State of Florida driver's license by the date of hire.

~~Valid state of Florida driver license or reliable transportation preferred~~Must be able to obtain Aquatic Facility Operator (AFO) or Certified Pool Operator (CPO) within six (6) months of hiring.

Employees in the Parks and Recreation Department are required to satisfy a Level 2 screening process.

Knowledge, Skills, and Abilities:

- Knowledge of municipal rules and regulations related to the use of pool areas.
- Knowledge of pool maintenance and proper chemical ~~make-up~~makeup of pool water.
- Skill in providing excellent customer service.
- Ability to make sound, quick, independent judgments and to handle persons in emergency situations.

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- Ability to instruct and supervise pool users in the prevention of various accidents.
- Ability to instruct and supervise part-time/seasonal lifeguards.
- Ability to perform rigorous exercises and keep in top physical condition.
- Ability to enforce rules and regulations firmly, tactfully, and professionally.
- Ability to manage groups of participants.
- Ability to follow instructions.
- Ability to work outdoors.
- Ability to sit or stand for long time periods.
- Ability to teach and perform assigned duties of swim classes with proficiency.
- Ability to complete light custodial duties.
- Ability to follow instructions and report incident response protocols.
- Ability to work with limited supervision.
- Ability to work a designated work schedule, including evenings, weekends, and holidays.
- Ability to work independently and cooperatively.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in the performance of essential tasks.

Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling, and bending. Work may involve ~~some~~ lifting, carrying, pushing, or pulling ~~of~~ objects and materials of light to moderate-heavy weight (~~20–50 pounds~~).

WORKING CONDITIONS

Tasks are regularly performed inside or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes, poor ventilation, wetness, humidity, rain, temperature and noise

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extremes, machinery or moving vehicles, vibrations, animals/wildlife, poisonous agents, chemicals, oils, and other cutting substances.