



Range: Temporary/Seasonal
FLSA: Non-exempt
Date: February 19, 2015

LIFEGUARD/WATER SAFETY INSTRUCTOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed with the job.

DEFINITION

Performs lifeguard duties, water testing, public relations, swim lesson instruction, monitors pool facilities for unsafe conditions, provides first aid to patrons, and performs custodial duties and other duties as necessary or required. This position requires weekend, split shift and holiday work.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Recreation and Aquatics Supervisor, Pool Manager or designee.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

1. Takes precautions and preventative action necessary to ensure the safety of pool users and staff.
2. Maintains the ability to perform water surveillance consistently.
3. Maintains the ability to perform rescues proficiently.
4. Maintains the ability to render first aid proficiently.
5. Maintains the ability to perform CPR proficiently.
6. Maintains the ability to swim 500 yards in 10 minutes or less.
7. Provides emergency care and treatment as required until the arrival of emergency medical services.
8. Knowledgeable on key elements and strategies for planning and preparing effective and safe swim lessons.
9. Ability to teach swimming and water safety skills to adults and children.
10. Ability to determine the swimmer or non-swimmer skills of each patron attending the facility.
11. Maintains accurate daily attendance records.
12. Completes and submits accident injury report forms accurately.
13. Maintains a sanitary and clean pool environment, free from defective equipment and unsafe conditions.
14. Assist with maintaining proper quality standards and follow written guidelines for testing water, chemical usage, storage, and safety.
15. Knowledgeable and maintains all facility safety and emergency procedures, guidelines, and instructions, including emergency action plan and Material Safety Data Sheet use and location.
16. Enforces pool rules in a consistent and professional manner using positive and corrective

feedback.

17. Attends all scheduled staff meetings.
18. Answers inquiries from patrons and the public, conduct the following transactions accurately: cash register, class and program registration, daily record, log book and accident reports.
19. Assists in other department programs including, but not limited to, special events and special programs.
20. Checks all gates and doors at the closing of the facility.
21. Enforces the facility rules as listed in the staff manual.
22. Presents professional and positive appearance and attitude at all times, and maintains a high standard of customer service.
23. Possesses mature judgment and sound decision making.

QUALIFICATIONS

Knowledge of:

Principles, techniques and practices of preventative lifeguarding and water safety instruction.

Ability to:

- Learn the principles and techniques of pool sanitation and filtration.
- Ability to react calmly and effectively in emergency situations.
- Ability to pass a pre-employment physical skills evaluation and drug test as stipulated by the department.
- Swim proficiently, climb, reach, lift and carry.
- Work as a team member and respond positively to situations involving patrons and staff.
- Maintain good public relations and customer service skills.
- Ability to work in organized team efforts and assist in problem solving work related issues for continuous improvement in work efforts.
- Encourage and facilitate environment for building team efforts and problem solving of work related issues by employees.
- Ensure necessary training and other technical support for building an environment that encourages teams and continuous improvement.

Experience and Training Guidelines: *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Training

Current Water Safety Instructor Certification - American Red Cross

Current Lifeguard/First Aid Certification - American Red Cross

Current CPR Certification - American Red Cross

WORKING CONDITIONS

Environmental Conditions:

Indoor and outdoor recreational facilities/swimming pool; exposure to heat, cold, potentially hazardous chemicals, toxic materials; work in water; work on slippery or uneven surfaces, and carry and lift up to fifty pounds.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for moderate or light lifting; sitting, swimming, diving, walking or standing for prolonged periods of time; repeated bending; general manual dexterity.