



Range: Temporary/Seasonal
Date: February 5, 2018
FLSA: Non-exempt
Position Type: Safety Sensitive

LIFEGUARD/WATER SAFETY/SWIM 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 and first aid duties, water testing, public relations, swim lesson instruction, custodial duties, cashier duties, monitors pool facilities for unsafe conditions, 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 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 and perform CPR/AED proficiently.
5. Maintains the ability to swim 300 yards in 10 minutes or less.
6. Provides emergency care and treatment as required until the arrival of emergency medical services.
7. Completes full rotations, which includes: grounds, deck, shower rooms, first aid room and office checks.
8. Ability to teach swimming and water safety skills to individuals of all ages.
9. Ability to determine the swimmer/non-swimmer skills of each patron attending the facility.
10. Maintains a sanitary and clean pool environment, free from defective equipment and unsafe conditions.
11. Assist with maintaining proper quality standards and follow written guidelines for testing water, chemical usage, storage, and safety.
12. Enforces pool and facility rules in a consistent and professional manner using positive and corrective feedback.
13. Attends and participates in all scheduled staff meetings and mandated trainings, including but not limited to rescue skills, in-service training, and physical conditioning.
14. Collects admission and program fees; performs cashier duties (use of cash register, cash handling, maintain records of daily sales, money received and attendance).
15. Provides answers to inquiries from patrons and the public.
16. Completes and maintains accurate and efficient reporting, including but not limited to daily attendance records, accident injury reports, class and program registration, daily shift report, and

- chemical log book.
17. Ensures that all gates and doors are secured and that the premises have been vacated at the closing of the facility.
 18. Assists in other department programs including, but not limited to, special events and special programs.
 19. Presents professional and positive appearance and attitude at all times, and maintains a high standard of customer service.
 20. Possesses mature judgment and sound decision making.

QUALIFICATIONS

Knowledge of:

- Principles, techniques and practices of preventative lifeguarding, First Aid, CPR/AED for the professional rescuer and water safety instruction.
- Knowledgeable on key elements and strategies for planning, preparing and implementing effective and safe swim lessons.
- Knowledgeable of and able to adhere to all facility safety and emergency procedures, guidelines, and instructions, including emergency action plan, staff handbook and Safety Data Sheet use and location.

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 or any nationally recognized certification (for example: Starfish or Ellis)
- Current Lifeguard/First Aid Certification - American Red Cross or any nationally recognized certification (for example: Starfish or Ellis)
- Current CPR for the Professional Rescuer Certification - American Red Cross or any nationally recognized certification (for example: Starfish or Ellis)

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 (50) 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.