

## **CITY OF CONRAD**

**POSITION TITLE: HEAD LIFEGUARD / INSTRUCTOR**

**DEPARTMENT: PUBLIC WORKS**

**SUPERVISOR: POOL MANAGER**

### **GENERAL PURPOSE**

Responsible for managing daily pool operations including, but not limited to, supervising lifeguard staff, maintaining the facility, and planning and conducting in-service training for staff. Additionally, performs duties of Pool Lifeguard.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Pool Manager and Public Works Director.

### **SUPERVISION EXERCISED**

The Head Lifeguard is responsible for supervising lifeguard staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Ensuring the safety of both the lifeguard team and facility patrons. This includes identifying and correcting hazards that may compromise staff's or patrons' safety and educating patrons about your facility's rules and regulations. This also means being able to develop and write emergency action plans. It may also mean handling problem situations with uncooperative or even violent patrons.

Supervising and training lifeguarding staff. This includes testing and interviewing prospective lifeguard applicants, planning and providing job-related training, and providing and scheduling staff to meet the facility's needs. In your leadership role on the lifeguard team, you are also responsible for problem solving, delegating responsibility, and improving staff performance; communicating and interacting with the lifeguard team and facility patrons; and effectively serving as a liaison between your supervisor and the lifeguard team.

Supervising the safety inspection, general care, and cleaning of the facility. This includes the maintenance and minor repair of equipment and reporting any unsafe conditions and equipment to the facility manager immediately. This also includes ensuring that the exterior of the facility, and the exterior area surrounding the facility, is clean, safe and in good condition.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

### **PERIPHERAL DUTIES**

Performs all lifeguard duties in/on pool premises, cashier and pool maintenance.

Teaches swimming lessons according to a prescribed routine and curriculum. Tests program participants for swimming skill levels; passes participants for participation in more advanced classes.

Monitors the use of the swimming pool; enforces safety rules, patrols the swimming pool and aquatics facility.

Assists in implementing various aquatics competitions throughout the year.

Performs a variety of miscellaneous duties such as answering phone, picking up supplies for needed activities, conducting classes, selling tickets, collecting fees, helping set up classes, events, etc.

Performs housekeeping tasks to maintain proper appearances of pool facilities both inside and outside.

Responds to public inquiries about aquatics' programs made by telephone or in person.

Maintains related records and statistics for various programs.

Assists in the maintenance of the swimming pool. Monitors and maintains pool filtration system. Monitors pool water chemistry through testing of water samples and back flushing. There will be exposure to chlorine.

### **DESIRED MINIMUM QUALIFICATIONS**

American Red Cross Lifeguard  
American Red Cross Head Lifeguard  
American Red Cross CPR, First Aid and Safety  
One season of lifeguarding experience  
Supervisory experience

### **NECESSARY KNOWLEDGE. SKILLS AND ABILITIES**

- (A) Working knowledge of equipment, facilities, operations, and techniques used in a comprehensive aquatics program.
- (B) Skill in operation of some of the listed tools and equipment Skill in first aid and CPR.
- (C) Ability to effectively teach swimming lessons; ability to effectively enforce safety and health regulations relating to an aquatics program; ability to establish and maintain effective working relationship with employees, supervisors, participants, and the public; ability to understand and carry out written and oral instructions.

### **SPECIAL REQUIREMENTS**

Standard First Aid and CPR Certification are required; Shall meet federal age requirements and successful completion of certified lifeguard training; Water Safety Instructor's (WSI) Certificate is desirable.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to swim, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is required to stand. The employee is occasionally required to climb or balance.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally exposed to wet, hot or cold conditions. The employee is occasionally exposed to toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in office, and moderately loud in the pool area.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

*The position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.*

Approval: \_\_\_\_\_ Approval: \_\_\_\_\_

— Employee

Department Head

Effective date: January 21, 2020

Revision history: