

## LIFEGUARD/WATER SAFETY INSTRUCTOR

### **DEFINITION**

Under general supervision, performs a variety of work in connection with programs and activities of aquatic facilities, including teaching swim lessons and classes, explaining and enforcing swimming programs and pool policies, regulations, and rules, and ensuring the safety of pool patrons; performs rescues and first aid as necessary; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Aquatics Manager or assigned supervisor. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This is a journey-level class in the lifeguard series that performs the full range of duties required to ensure that Town aquatic facilities are maintained in a safe and effective working condition and provide the highest level of safety for public use. Responsibilities include performing lifeguard duties, maintaining cleanliness of the pool area and when certified as a Water Safety Instructor, instructs swim classes.

### **EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Acts as lifeguard during pool hours and at all events held at a pool.
- Implements and enforces Town policies, rules, and procedures.
- Listens and responds to patrons' needs for assistance or information and provides the public with general information, in person and over the phone.
- Assists in scheduling activities and in arranging for facilities and equipment.
- Plans and conducts swimming special events and sets up pool recreation facilities for activities and events; stocks supplies, takes money; makes change; and cleans up.
- Tests the temperature, chlorine, and pH values of the pool water.
- Administers basic first aid and CPR as necessary.
- Performs basic custodial duties and routine facility maintenance, including repairs and preventative maintenance of the deck, pool, equipment, office, and locker rooms.
- Monitors facility use; opens, closes, and secures building for events, including setting up and taking down props and sets and facilitating activities; assists in the supervision and preparation of the facility and amenities for patron use.
- Assists in the encouragement of participation and good sportsmanship and issues and collects recreation equipment and supplies.

- Leads and conducts diversified recreation activities including water oriented games, water exercise, and community events; sets up and takes down equipment for facility rentals and community events.
- Purchases supplies for events and pool maintenance as needed.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Responds to first aid emergencies as needed.
- Performs other duties as assigned.

**When performing the Swim Instructor assignment:**

- Instructs swim lesson classes in conjunction with the local American Red Cross unit; assesses swim lesson participants and makes recommendations on correct class placements; serves as the first point of contact for parents regarding the progression of their child in swim lessons and addresses any concerns the parents have regarding the classes and program.

**QUALIFICATIONS**

**Knowledge of:**

- Basic principles and techniques of lifeguarding, CPR methods, and first aid.
- Methods for keeping water and surrounding areas safe for public use; safe handling and use of chemicals.
- Applicable safety precautions and procedures related to the program area(s) and facilities to which assigned.
- Applicable Federal, State, and local codes, laws, and regulations.
- Modern office practices, methods, including cash handling; and computer equipment and applications related to the work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and Town staff.

**Water Safety Instructor:**

- Principles and techniques of swim instruction.

**Ability to:**

- Learn and understand the organization and operation of the assigned department as necessary to assume assigned responsibilities.
- Work independently while supervising facilities and user groups.
- Perform work in an efficient, effective, safe, and timely manner.
- Provide courteous assistance to facility patrons.
- Perform water chemistry tests.
- Use appropriate safety equipment when handling pool chemicals and equipment.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and/or CPR.
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Prepare clear and concise reports.
- Make accurate arithmetic computations; accurately process cash transactions.
- Perform basic administrative support work with accuracy, speed, and minimal supervision.

- Learn, interpret, and apply administrative and departmental policies and procedures.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Maintain accurate logs, records, and basic written records of work performed.
- Operate modern office equipment including computer equipment and software.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Water Safety Instructor:**

- Teach swimming to aquatics participants.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade is desirable, plus one year (1) experience as a lifeguard in a swimming pool or aquatic facility.

**Licenses and Certifications:**

- Possess and maintain a valid Lifeguard Training Certificate.
- Possess and maintain First Aid Certificate and CPR Certificate.

**When performing the Swim Instructor assignment:**

- Possess and maintain a Water Safety Instructor Certificate.

**PHYSICAL DEMANDS**

Must possess the ability to perform work that may involve lifting children through adults, in and out of the pool up to 150 pounds or more with assistance, pulling a cover over the pool surface with assistance, and lifting, straightening and moving pool deck furniture and equipment. Need the mobility to stand, stoop, reach, bend, climb, and swim, while in swimwear. Must be in good physical condition to stay in water for prolonged periods of time, work in the extreme heat and/or cold, and the outdoors. Vision, which may be corrected; and hearing, which must be in a normal range as measured by a standard audiogram, should be good enough to see and hear adults and children in life and/or health safety endangering situations. Must also possess the mobility to work in an office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, or calculator and to operate standard office and duplicating equipment and cash register.

**ENVIRONMENTAL ELEMENTS**

Employees work outdoors and are exposed to variable weather conditions. May be exposed to chlorine, acids, and other chemicals at aquatics facilities, as well as blood and body fluids when rendering first aid and cardiopulmonary resuscitation. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **DISASTER SERVICE WORKER**

All Town employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the Town may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different from the normal work assignments and may continue into the recovery phase of the emergency. If a "Local Emergency" is declared during the employee's shift, the employee will be expected to remain at work due to the emergency needs of the community. If a "Local Emergency is declared outside of the employee's shift, the employee must make every effort to contact his/her direct supervisor or department head to obtain reporting instructions as a Disaster Service Worker.