



JUNE 2016
FLSA: NON-EXEMPT

HEAD LIFEGUARD

DEFINITION

Under general supervision, performs head lifeguard duties and enforces all rules and regulations pertaining to the safety and well-being of the patrons and visitors at the facility. May also assist with the coordination, supervision and implementation of aquatic programs, instruction of swim lessons, special aquatic events and does related work as required. Some morning, evenings and weekends required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from Recreation Manager and/or designee. Assists with supervision of part-time staff.

CLASS CHARACTERISTICS

This is a specialized classification, performing lifeguard duties in the Recreation Department. Assignments are performed in support of the Recreation Department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights 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.

- Maintains continuous surveillance of people in a body of water.
- Provides safety information to people prior to them indulging in a water sport.
- Spots hazards or potential hazards and takes measure to prevent accidents.
- Rescues tube and fanny packs must be worn at all times while on duty.
- Supervises the conduct/behavior of patrons and spectators, provides instruction on the proper use of equipment and/or pool areas and maintains a safe aquatic environment.
- Knowledge and use of emergency action plans.
- Initiates rescues of persons in distress including first aid and resuscitation.
- Assists with accidents and injuries as directed and completion of proper incident and accident reports in detail.
- Practices and maintains all certification skills and is able to pass skill tests any time during the season.
- Presents professional appearance and attitude at all times and maintains a high standard of customer service.
- Maintains good public relations by working cooperatively with the public and employees.
- Ensures professional appearance of the facility. This includes keeping the pool area, grass area and locker rooms clean and stocked.
- Attends all in-service and staff meeting as scheduled.
- Provides backup to swim lesson coordinators or administrative assistants.
- Supervises and assigns staff during assigned work shifts.
- Completes check-list task during shift.
- Assists the Recreation Manager and/or designee in organizing, supervising and evaluating swim instructional classes and specialty aquatic programs.

- Assists in presenting and promoting special events associated with the aquatics program.
- Serves as a lifeguard when needed.
- Represents and interprets facility operations, schedules, polices and regulations to the public.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of CPR and medical procedures.
- The use and care of lifesaving equipment at a public swimming facility.
- Functions, principles, and practices of recreation services.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- English usage and grammar.
- Techniques for providing a high level of customer service by effectively dealing with the public, and City staff.

Ability to:

- Assess and prioritize emergency situations while remaining calm and using sound, independent judgment.
- Demonstrate leadership capabilities.
- Interpret, apply and explain policies, procedures, and regulations.
- Ability to oversee, review, and prepare reports related to facility operations.
- Supervise lifeguards and other part-time staff.
- Obtain necessary information from individuals in stressful or emergency situations.
- Compile and summarize information to prepare accurate, clear, and concise reports.
- Demonstrate lifesaving and emergency first aid skills.
- Organize own work, set priorities, and meet critical deadlines.
- Use English effectively to communicate in person.
- Understand and follow oral and written instructions.
- Evaluate emergency situations and act decisively and effectively to resolve the situation.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

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:

Must be currently enrolled in high school or working towards a G.E.D. equivalent. Must have a current Standard First Aid Certificate, Lifeguard Training Certificate and Title 22 certificate. The Parks and Recreation Department will provide the training for the certification. Minimum of one year experience as a lifeguard or swim instructor at an organized aquatic facility assisting with pool management. Staff supervisory experience and attendance at a college or university with major course work in related field is highly desirable.

Licenses and Certifications:

- Possession of automatic electronic defibrillator training.

- Possession of First Responder First Aid and CPR certification.
- Possession of American Red Cross Lifeguard certification.

PHYSICAL DEMANDS

Must possess mobility to work in a pool setting and use standard aquatic equipment; and hearing and speech to communicate in person. This position primarily requires standing, walking and sitting between work areas. Positions in this classification bend, stoop, kneel, reach, push, and pull patrons when necessary. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds and standing for periods of time. Employees must possess the ability to pull patrons out of the water.

ENVIRONMENTAL ELEMENTS

Employees work in an open environment with moderate noise levels, cold and hot temperature conditions, and direct exposure to the sun. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

The City of Calistoga is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Calistoga will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.