



APRIL 2021
FLSA: NON-EXEMPT

HEAD LIFEGUARD

HOURLY PAY RANGE: \$17.27-\$22.73

DEFINITION

Under general supervision, performs a variety of duties in connection with programs and activities of an aquatic facility, including explaining and enforcing swimming programs and pool policies, regulations, and rules, and ensuring the safety of pool patrons; performs rescues and first aid procedures as necessary.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Recreation Supervisor. Provides functional and technical direction over lower-level staff.

CLASS CHARACTERISTICS

This is an advanced journey/lead level class in the Lifeguard series that performs the full range of lifeguarding duties required to ensure that District aquatic facilities are maintained in a safe and effective working condition and provide the highest level of safety for public use

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.

- Acts as lifeguard during pool hours and at events held at the pool.
- Implements and enforces District 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.
- Removes and replaces pool covers; tests the temperature, chlorine, and PH values of the pool water; and performs routine pool-area maintenance as required.
- Administers basic first aid and adult and/or child cardiopulmonary resuscitation (CPR) as necessary.
- Teaches aquatics and fitness classes as assigned.
- Performs basic custodial duties and routine facility maintenance including repairs and preventative maintenance of the deck, pool, equipment, office, restrooms, and locker rooms.
- Assists in the encouragement of participation and good sportsmanship.
- Issues and collects recreation equipment and supplies.
- May perform a variety of clerical and technical tasks including: screening calls and patrons; responding to complaints and requests for information from patrons and the public; performing cashiering duties; and maintaining a variety of accurate logs, records, and files.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Responds to first aid emergencies as needed.
- Prepares and maintains a variety of records and reports related to area of assignment including accident and incident reports.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles and techniques of lifeguarding, adult and/or child cardiopulmonary resuscitation (CPR) methods, and first aid including rescuer methods as defined by the American Red Cross, National Pool and Waterpark Lifeguard Training Program (NPWLTP), or YMCA.
- Methods for keeping water and surrounding areas safe for public use.
- Safe handling and use of chemicals related to swimming pool maintenance and care.
- Applicable safety precautions and procedures related to the program area(s) and facilities to which assigned.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to the assigned area of responsibility.
- Techniques of instructing aquatics and fitness programs.
- Basic mathematical principles.
- Modern office practices, methods, and computer equipment and applications related to the area of assignment.
- 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 District staff.

Ability to:

- Understand the organization and operation of the assigned department and of outside agencies as necessary to assume assigned responsibilities.
- Work independently while supervising facilities and user groups.
- Perform work in an efficient, effective, safe, and timely manner.
- Effectively direct the workflow of the unit or division to which assigned.
- Provide courteous assistance to facility patrons.
- Perform water chemistry tests.
- Use appropriate safety equipment when handling pool chemicals and equipment.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and/or adult and child cardiopulmonary resuscitation (CPR).
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Effectively instruct others in a variety of aquatics and fitness programs.
- Make accurate arithmetic computations.
- Perform basic administrative support work with accuracy, speed, and minimal supervision.
- Learn, interpret, and apply administrative and departmental policies and procedures.
- Understand and follow oral and written instructions.
- Maintain accurate logs and basic written records of work performed; prepare clear and concise reports.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Operate office equipment and computer applications related to the work.
- Organize own work, set priorities, and meet critical time deadlines.
- 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.

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

High school diploma or equivalent and one (1) year of experience working in aquatics preferably as a lifeguard.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver’s License by time of appointment.
- Possess and maintain valid lifeguarding/shallow water, CPR for the Professional Rescuer (CPRFPR), AED, and first aid defined by the American Red Cross.
- Possess and maintain valid Title 22, Oxygen, Blood Borne Pathogens and Water Park certifications issued by the American Red Cross within one year of employment.

PHYSICAL DEMANDS

Must possess the ability to perform work that may involve lifting children and 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. Must possess the mobility to stand, stoop, reach, bend, climb, and swim, while in swimwear. Must be in physical condition sufficient to stay in water for prolonged periods of time, work in 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. Positions in this classification occasionally bend, stoop, kneel, reach, and push and pull drawers open and closed to retrieve and file information.

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 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.

Signature of Employee

Date

