

Head Pool Lifeguard– City of Port Aransas, Texas

Job Title: Head Pool Lifeguard
Department: Parks & Recreation Department
Reports To: Pool Manager
FLSA Status: Non-Exempt
Prepared By: Colleen Simpson, Parks & Recreation Director
Salary/Grade: 7
Date: 5/29/2019

Summary: Senior Lifeguards are responsible for ensuring the safety of patrons through preventative measures and emergency responding. Senior Lifeguards are also responsible for pool and lifeguard management in the absence of the Pool Manager or Assistant Manager.

Essential Duties and Responsibilities include the following:

- Enforces all pool rules and regulations strictly, consistently, and courteously
- Rescues swimmers in danger of drowning and administers first aid
- Recognizes and responds quickly and effectively in emergencies
- Attends all in-service training sessions
- Helps clean and maintain the pool, bathrooms, office, and pool deck
- Inspects the facility daily, and reports any unsafe conditions to the supervisor
- Completes any necessary records and reports
- Maintains fitness level (swimming, strength, and endurance)
- Assists with teaching swim lessons.
- Responsible for opening, closing and managing the pool facilities in the absence of the Pool Manager/Assistant Manager
- Responsible for subordinate employees in the absence of the Pool Manager/Assistant Manager
- Reports any unsafe conditions to the Pool Manager/Assistant Manager
- Reports guard misbehavior to the Pool Manager/Assistant Manager
- Other duties may be assigned by supervisor

Supervisory Responsibilities:

The Senior Lifeguard is responsible for supervising the other Lifeguards and making sure subordinate Lifeguards are performing their job duties competently. Other responsibilities include training employees, planning, assigning, and directing work, appraising performance, resolving problems, and bringing disciplinary problems to the Pool Manager or Assistant Manager.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies-

- *Technical Skills* - Pursues training and development opportunities; Strives to continuously build knowledge and skills.
- *Customer Service* - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance.
- *Interpersonal Skills* - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- *Oral Communication* - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions.

- *Written Communication* - Writes clearly and informatively; Able to read and interpret written information
- *Teamwork* - Balances team and individual responsibilities; Supports everyone's efforts to succeed.
- *Delegation* - Delegates work assignments; Matches the responsibility to the person.
- *Leadership* - Exhibits confidence in self and others; Inspires and motivates others to perform well.
- *Managing People* - Takes responsibility for subordinates' activities.
- *Judgement* - Displays willingness to make decisions; Exhibits sound and accurate judgement; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- *Planning/Organizing* - Prioritizes and plans work activities; Uses time efficiently.
- *Professionalism* - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- *Safety and Security* - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment/ materials properly.
- *Adaptability* - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with unexpected events.
- *Attendance/Punctuality* - Is consistently at work and on time.
- *Dependability* - Takes responsibility for own actions.
- *Initiative* - Volunteers readily; Asks for and offers help when needed.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have at least one year of Lifeguarding experience
- Must be able to pass a test of Lifeguard skills and knowledge
 - Must have current certifications in:
 - American Red Cross Lifeguard and First Aid
 - American Red Cross CPR/AED for the Professional Rescuer
- American Red Cross Bloodborne Pathogens Training

Education and/or Experience: Must have one year of lifeguarding experience, ability to read and comprehend simple instructions, short correspondence, and memos, ability to write simple correspondence and ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Must have all required certifications and training. Must have thorough knowledge and applicability of lifeguard rescue and surveillance techniques.

Language Skills: Must have a comprehensive knowledge of the English language and be must be easily understood by patrons and swimmers. Need to be able to read and comprehend simple instructions, short correspondence, and memos. Must be able to write simple correspondence and have the ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills: Ability to add and subtract two digit numbers. Ability to perform these operations using units of American money and accurately give change.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills: To perform the job successfully, an individual should have knowledge of internet software and word processing software.

Certificates, Licenses, Registrations: Lifeguard Certificate from a nationally recognized organization, First Aid Basics Certificate, CPR Certificate. Must have up to date certifications in American Red Cross, including: Lifeguarding and First Aid, CPR/AED for the Professional Rescuer, and Bloodborne Pathogens Training. Must be available for further certifications.

The Pool Manager will provide 4 hours of in-service training per month. All Lifeguards and senior lifeguards are required to participate in training. All Lifeguards and Senior Lifeguards are required to keep up with their certifications. The Pool Manager will provide yearly recertification opportunities at no expense to the lifeguard.

Other Skills and Abilities – Must be available to continue training/certification such as Oxygen Administration Certificate, CPR/AED for Professional Rescuer.

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 frequently required to stand, walk, sit, use hands to feel, finger, handle, reach with hands and arms, climb, balance, talk, and hear. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee is occasionally required to stoop, kneel, crouch, or crawl and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and 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 is frequently exposed to wet and/or humid conditions, toxic or caustic chemical, outside weather conditions, extreme cold and extreme heat. The employee is occasionally exposed to moving mechanical parts, high, precarious places, and risk of electrical shock. The noise level in the work environment is usually moderate.

Additional Requirements: Employee is subject to a complete criminal history and child protective services background search with acceptable results.

EMPLOYEE: _____

Date: _____

