

# **City of Moore**

## **Head Lifeguard Part-Time**

### **Job Description**

**Exempt:** No  
**Department:** Parks & Recreation  
**Reports To:** Aquatics & Fitness Coordinator  
**Location:** Aquatics & Fitness Center  
**Date Prepared:** January 18, 2016  
**Date Revised:** May 05, 2016

#### **GENERAL DESCRIPTION OF POSITION**

The Head Lifeguard is responsible for supervising the lifeguard staff, providing a constant vigil over patrons participating in assigned areas, rendering first aid, assisting the Aquatics & Fitness Coordinator in a variety of functions when assigned, instructing Lifeguard Training classes, assisting in the coordination and management of event staff, maintaining equipment and performing maintenance and custodial duties. Will oversee the daily and special event schedules, will assist in the training and will perform other similar or related duties as necessary and required.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Provide direction and training/in-services to lifeguard staff. This duty is performed daily, about 20% of the time.
2. Ensure a safe and secure environment at the aquatic facility. This duty is performed daily, about 20% of the time.
3. Assist the Aquatics & Fitness Coordinator in coordinating, promoting, implementing, and evaluating a variety of aquatic activities including swim lessons and special events. This duty is performed weekly, about 10% of the time.
4. Assess community needs and help develop a corresponding program of aquatic activities and events; help organize and implement Red Cross or equivalent swim instruction program; assist as needed in preparing and submitting pertinent records to the organization. This duty is performed monthly, about 10% of the time.
5. Ensure pool, pool complex and concession area are in compliance with relevant health and safety regulations; ensure that pumps and related mechanical devices are in good working order; maintain written log of daily chemical-level checks. This duty is performed daily, about 10% of the time.
6. Help coordinate the maintenance of pool facilities. This duty is performed daily, about 10% of the time.
7. Help schedule working hours for pool and pool complex staff. This duty is performed daily, about 10% of the time.

8. Participate in meetings to discuss and evaluate program techniques and content. This duty is performed as needed, about 5% of the time.
9. Perform aquatic rescues, safety interventions, and spinal injury management when necessary. This duty is performed as needed.
10. Routinely inspecting diving boards structures, pool, deck areas and dressing rooms. This duty is performed daily, about 5% of the time.
11. Provide good customer service daily. This duty is performed daily.
12. Work flexible hours including weekends, evenings, holidays as needed & special events. This duty is performed daily.
13. Perform any other related duties as required or assigned.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION AND EXPERIENCE**

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 2 years related experience and/or training, and 1 to 6 months related management experience, or equivalent combination of education and experience.

### **COMMUNICATION SKILLS**

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

### **CRITICAL THINKING SKILLS**

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

### **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Must have current American Red Cross Lifeguard certification or YMCA Lifeguard certification; Wintertree Software Inc.tertree Software Inc.; CPR for the Professional Rescuer certification, AED certification and Community First Aid and Safety certification or equivalent required. Required to be a Certified Pool Operator within 6 months of hire.

## **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

## **SOFTWARE SKILLS REQUIRED**

Basic: Alphanumeric Data Entry, Spreadsheet, Word Processing/Typing

## **INITIATIVE AND INGENUITY**

### **SUPERVISION RECEIVED**

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

### **PLANNING**

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

### **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

## **MENTAL DEMAND**

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

## **ANALYTICAL ABILITY / PROBLEM SOLVING**

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

## **SUPERVISORY RESPONSIBILITIES**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

No supervision.

Supervises the following departments:

## **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

**ACCURACY**

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

**ACCOUNTABILITY****FREEDOM TO ACT**

Standardized. Accepted processes covered by well-defined standardized policies and procedures with supervisory review.

**ANNUAL MONETARY IMPACT**

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

**IMPACT ON END RESULTS**

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

**PUBLIC CONTACT**

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

**EMPLOYEE CONTACT**

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

**USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Occasional use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

**WORKING CONDITIONS**

Outside working environment, wherein there are disagreeable working conditions part of the time.

**ENVIRONMENTAL CONDITIONS**

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

functions.

While performing the functions of this job, the employee is regularly exposed to outdoor weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals. The noise level in the work environment is usually loud.

### **PHYSICAL ACTIVITIES**

The following physical activities 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 and expectations.

Highly repetitive, moderately physical. Highly repetitive type of work which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to stand, sit; and frequently required to walk, use hands to finger, handle, or feel, talk or hear; occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move up to 50 pounds; frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

### **ADDITIONAL INFORMATION**

Ability to:

- Maintain effective audio-visual discernment and perception needed for: making observations and communicating with others
- Maintain effective mental capacity which permits: making sound decisions, using good judgment, utilizing other intellectual capabilities
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting for extended periods of time, engaging in a life-saving act
- Coordinate, organize and implement pool activities and events
- Communicate clearly and concisely, both orally and in writing

### **Experience and Training Guidelines**

Experience:

Previous lifeguard experience required. Also need to have experience in instruction, pool mechanical systems, and having been an assistant manager for at least one year.

Education:

Applicant must be at least 18 years of age with High School or equivalent GED – Supervisory experience preferred.

License or Certificate:

Must have current American Red Cross Lifeguard certification or YMCA Lifeguard certification; WSI; CPR for the Professional Rescuer certification, AED certification and Community First Aid

and Safety certification or equivalent required. Required to be a Certified Pool Operator within 6 months of hire.

## WORKING CONDITIONS

### Environmental Conditions:

Involves close work with the public in a sometimes highly populated environment with people of many ages; Poolside environment in which you must be vigilant of activities to ensure the safety of all patrons. Involves moderate risks and discomforts typical of such places as outdoor aquatic facilities and associated pumps, motors, filters and chemicals; primary work environment is outdoors during summer months. Special safety precautions are required and protective clothing and/or gear may be required.

### Physical Conditions;

Essential and other important responsibilities and duties require maintaining physical condition necessary for standing and sitting for prolonged periods of time; manual dexterity; operate assigned equipment; Selected applicant must pass physical examination, drug screen, and background investigation.

## Task Description

Employee must lift items such as supply boxes. Requires vertically transferring items weighing up to (25-50 lbs)

Employee must tolerate sitting at a workstation for periods of time. Requires a tolerance of seated posture for prolonged periods of time

Employee must be able to operate a keyboard. Requires use of hands and fingers for inputting information into computer system

Employee must be able to view computer screen. Requires use of eyes to read computer screen during the day

Employee works in a City building at a workstation. Employee must tolerate working environment with controlled temperature

Employee must carry supplies from one location to another. Requires horizontally transferring items weighing up to (25-50 lbs)

Work requires continued walking, stooping, standing, and some climbing

Work requires working in temperature extremes, (dirt, noise, dust, etc)