



City of Irving Job Description

Aquatic Center Head Lifeguard

FLSA Status:	Non-Exempt	Job Department:	Parks and Recreation
Job Code:	P712 (FT) / P715 (PT)	Reports To (Job Title):	Aquatic Center Coordinator or Pool Supervisor

PURPOSE

To ensure patron safety in all aspects at assigned facilities; oversee and manage effective external and internal communication between staff and general public.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Oversee day to day operations of assigned facility, including supervising lifeguard staff, assigning duties, and preparing various reports and logs.
- Plan and implement weekly in-service training required by state law.
- Perform cashier and front desk duties, including collecting fees, balancing cash drawers and answering patron questions and concerns.
- Supervise large groups of adults and children in the aquatic facility, both visually and audibly, to ensure health/safety standards are maintained.
- Monitor pool chemicals and adjusts.
- Perform water rescues utilizing first aid, CPR/AED and lifesaving techniques.
- Respond to and coordinate with EMS personnel before, during and after emergency situations.
- Train Lifeguards in required certifications.
- Maintain pool facility equipment and supplies.
- Clean and repair facility as needed.
- Instruct aquatic program classes.
- Act as proxy for bi-weekly payroll completion.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Stand by to administer and assist EMS personnel during special events.
- Provide first aid for City wide special events.
- Assist other departments with special needs.

SUPERVISORY RESPONSIBILITIES

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor.

FINANCIAL / BUDGETARY RESPONSIBILITY

Responsible for daily monetary transactions and cash report preparation.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to a High School Diploma

EXPERIENCE

- Minimum of one (1) year of experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Lifeguarding Certification
- CPR/AED for the Professional Rescuer Certification
- First Aid Certification
- Certified Pool Operator or Aquatic Facility Operator
- Lifeguard Instructor
- Water Safety Instructor certification would be beneficial.

KNOWLEDGE OF

- Aquatic Facility Operations: Operational characteristics, services, and activities of aquatic facility operations, including water safety techniques and water chemistry.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstances.
- Lifeguard, CPR/AED, First Aid: Principles, processes, and techniques of diagnosing & rendering aid.
- Maintenance Principles: Processes involved in upkeep of property and equipment to the optimum state of cleanliness, repair, and efficiency.

SKILLS AND ABILITIES IN

- Teaching: Conveying new concepts and confirming comprehension by listener.
- Effective Supervision / Functional Leadership: Producing decided, decisive, and/or desired effect in the actions of staff and program leaders.
- Response Orientation: Choosing quickly and correctly between two or more movements in response to two or more signals (lights, sounds, pictures and so on). This includes the speed with which the correct response is started with the hand, foot or other body parts.
- Problem Sensitivity: Telling when something is wrong or is likely to go wrong.
- Prioritization: Selecting, from multiple options, activities to achieve a goal.
- Basic Math: Adding, subtracting, multiplying, and dividing quickly.

- **Maintaining Current Knowledge:** Reading, analyzing, and interpreting industry publications and materials to remain up-to-date on best techniques and practices.
- **Direction and Instructional Comprehension:** Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.

GUIDANCE RECEIVED

Direction and Varied Methods

Typically receives specific direction about assignments and work results to be attained. Requires judgment to determine which methods or procedures apply and what data/information should be considered. Position must think through how issues can be addressed within existing policies and procedures.

CONTACTS

This position conducts business with multiple vendors for day to day operations, to include vendors of chemicals, janitorial services, office supplies/technologies, uniforms, and pool related mechanical needs.

EQUIPMENT AND PROPERTY

This position is accountable for: pumps, filters, controllers, registers, safety equipment, water lifts, water wheelchairs, office technology, pool furniture, plumbing, deck finish, bathrooms, fences, doors, rescue equipment, uniforms, tools, and chemical storage.

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.*

The employee constantly is required to balance, carry, climb, reach, stand, grasp, handle, feel, jump, listen, see, talk, lift up to 100 pounds and/or walk. Occasionally, s/he is required to kneel, push, pull, and extract patrons in excess of 300 pounds with additional personnel.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee frequently is exposed to extreme weather conditions (including heat), electrical hazards, high precarious work places, and/or toxic or caustic materials. Occasionally, s/he is exposed to contagious diseases and/or moving mechanical parts. The noise level in the work environment often involves loud decibel levels. This job requires the employee to make decisions directly affecting the safety of others.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.