**Head Lifeguard**

**Statement of Duties**

Performs all duties pertaining to the daily operation and safety of the aquatic facility.

Works to anticipate, meet, and exceed customer service expectations.

Represents the city in a positive and professional manner.

**Supervision**

Works under the direct supervision of the Aquatics Program Supervisor.

Exercises direct supervision over the Lifeguards at a specific aquatic facility. Evaluates Lifeguards in conjunction with the Aquatic Program Supervisor.

**Job Environment**

Work is performed outside, under varying weather conditions. Noise level may be loud at times. May be exposed to chemical fumes and/or toxic substances, mechanical or electrical hazards, wet or slick surfaces, vomit, fecal matter, bloodborne pathogens and/or infectious diseases.

Administers water testing kits and documents results.

Makes regular contact with municipal employees and the public. Contact is by telephone and in person.

Errors in application of assigned duties could result in adverse public relations, negative impact on customers, mismanagement of funds and personnel, safety hazards and could have legal or financial repercussions for the city.

**Essential Functions**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

* Responsible for the safe operation of the aquatic facility.
* Responsible for maintaining a clean and well-ordered facility, including pool area, changing rooms, bathrooms, and fence areas.
* Responsible for creating a daily schedule of activities.
* Supervises, coordinates, and evaluates lifeguards.
* Conducts swim lessons.
* Follows departmental policies and procedures.
* Responsible for enforcing pool rules and regulations.
* Maintains positive public relations at the aquatic facility.
* Administers first aid and CPR when necessary.
* Conducts required pool water testing and documents results.
* Notifies Recreation Services Supervisor or the Facilities and Operations Attendant if water testing results require action to correct chemical balance.
* Informs Aquatics Program Supervisor when supplies or repairs are needed.
* Reports any issues to Aquatics Program Supervisor.
* Other duties as assigned.

**Recommended Minimum Qualifications**

**Education and Experience**

* Must be at least 17 years old
* Prior experience as a lifeguard

**Special Requirements**

* Current lifeguard, CPR, First Aid certification or the ability to obtain certifications

**Knowledge, Ability and Skills**

A candidate for this position should have working knowledge of:

* Aquatic safety
* Swim instruction techniques

or be able to:

* Swim proficiently
* Communicate effectively, orally and in writing with employees and the public
* Enforce regulations firmly, tactfully, and impartially
* Manage multiple tasks in an organized manner
* Interact in a positive and effective manner with children and adults
* Respond quickly and appropriately to any emergencies or accidents that may occur
* Maintain detailed and accurate records
* Execute oral and written instructions in a precise manner
* Assign, direct, and review the work of subordinates
* Lead, supervise and maintain harmonious relationships with subordinates

**Physical Requirements**

* Position requires the ability to operate water testing kits.
* Prolonged periods in a stationary position.
* Frequently move about inside the aquatic facility to access equipment.
* Consistently position self to maintain equipment.
* Exposure to bodily fluids, infectious diseases, and dangerous chemicals.
* Occasionally ascends/descends a ladder.
* Physical strength to move and push object up to 30lbs.
* Must be able to move safely over uneven terrain.
* Must be able to work in cold and hot environments.
* Ability to communicate information and ideas so others will understand.
* Ability to observe items at a close range.
* Ability to adjust focus at close and distant vision.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*