



CITY OF BENTON

Parks & Recreation Lead Lifeguard

Job Description

Job Title: Parks & Recreation Lead Lifeguard	Department: Parks & Recreation
Classification: Non-Exempt	Reports to: Parks & Recreation Aquatics Specialist
EEO Category: Full-time	Pay Grade: \$30,160.00 - \$32,240.00 \$14.50 - \$15.50

SUMMARY

The **Parks & Recreation Lead Lifeguard** performs duties related to the safe operation and maintenance of a municipal swimming pool/aquatic facility, and leads and mentors' other lifeguards. Position is deemed essential personnel and safety sensitive.

ESSENTIAL DUTIES

To perform this job successfully, an individual must be able to perform each of the following Essential Duties satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties of the position:

- Supervises swim lessons and classes.
- Maintains proper sanitation of pool facilities, which includes shower facilities, pool decks, locker rooms, and party rooms.
- Maintains and takes care of swimming equipment.
- Leads and mentors' other lifeguards.
- Monitors and patrols activities surrounding the aquatic center facilities.
- Administers first aid and/or CPR to injured patrons as necessary.
- Ensures customer satisfaction for patrons, pool parties, etc.
- Assists with chemical readings.
- Completes accident, incident, pool opening and closing reports to Aquatics specialists daily.
- Reports issues and/or problems.
- Renders assistance to swimmers in distress.
- Enforces all rules and regulations.
- Assists with swim meets, aquatic programs and other events.
- Orients and trains new guards.
- Available to work nights, weekends, Overtime, Holidays and city events as needed or scheduled.
- Performs other duties as necessary or assigned.

This job description and the enumerated Essential Duties are intended to provide general guidelines for job expectations and the employees' ability to perform the position described. This is not intended to be an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned or assumed by the incumbent as necessary to fulfill the requirements of the position.

SUPERVISOR RESPONSIBILITY

The position of **Parks & Recreation Lead Lifeguard** is responsible for the direct supervision of **part time/ seasonal lifeguards** and carries out supervisory responsibilities in accordance with the Company's policies and applicable laws, ensuring adherence to Equal Employment Opportunity (EEO) guidelines. The position performs personnel actions, including performance appraisals and disciplinary actions, including discharges; interviews and selects candidates for employment; supervises the daily activities of the department, including, but not limited to, effectively delegating assignments, developing work schedules, and providing necessary training. The position demonstrates knowledge of and adherence to Equal Employment Opportunity (EEO) policy; shows respect and sensitivity for cultural differences; promotes a working environment free of harassment of any type; and builds a diverse workforce.

ENVIRONMENT & PHYSICAL ACTIVITY

The incumbent will spend most of the time performing this position in a pool setting. The incumbent, while performing this position, spends time speaking, listening, seeing (such as close, color and peripheral vision, depth perception and adjusted focus), sitting, pulling, walking, standing, squatting, kneeling, and reaching. The noise level in the work environment is usually moderate to loud.

The incumbent for this position may operate any or all of the following: telephone, smart phone, copy and fax machines, scanner and image systems, computer terminal, laptop computer, personal computer, tablet, printers, or other equipment as needed and/or directed. The incumbent will also regularly be present in the pool setting and be required to work inside in a non-air-conditioned setting.

While performing the functions of this job, the employee is continuously required to talk or hear; frequently required to walk, sit, reach with hands and arms; and frequently required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision; and color vision.

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

MENTAL DEMANDS

The incumbent in this position must remain current and informed on related regulatory updates, City ordinances/resolutions/policies and applicable Federal, States, Municipal statutes, rules, and regulations. He/she must be able to read and understand documents, instruments, and highly technical reports; perform detailed work; and problem solve. Incumbent must also display proficiency in analytical reasoning, math, language, presentation skills, and verbal and written communication with internal and external customers. He/she must educate citizens and the public regarding City ordinances/resolutions/policies and the consequences of not adhering to them. Incumbent must be able to effectively manage deadlines, multiple concurrent tasks, and constant interruptions. He/she shall conduct departmental services/operations in a professional, effective and efficient manner. Incumbent shall schedule work activities during employee's absences (due to sick/vacation time) and distribute workflow appropriately. Incumbent must be able to work in a constant state of alertness and concentrate for long periods of time and foster a quality work environment by building employee trust and confidence.

SAFETY SENSITIVE

This position is designated as a safety sensitive position because it provides life-saving CPR and First Aid Training to lifeguard, swimmers, and guests at the pool when in need. This position also uses hazardous chemicals that require safety procedures be properly followed to prevent damage to both property and person. Performing this job in a discreet and professional manner requires alertness at all times. Any lapse of attention could have a significant financial impact on the City and its customers.

MINIMUM REQUIREMENT & COMPETENCIES

Basic experience, knowledge and training in Parks and Recreation typically resulting from a combination of education or years of experience in Parks & Recreation or the equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities to satisfactorily perform the essential functions of the positions.

Basic Qualifications:

- Two (2) years' experience of Lifeguard experience, required.
- Current American Red Cross Lifeguard Instructor Certification.

Knowledge

- Knowledge of pool operations and maintenance.
- Knowledge of pool policy and procedures.

Skills

- Lifeguard training
- Water rescue.

Abilities

- Ability to communicate in a positive, friendly manner to employees, supervisor, coworkers, clients, etc at all times.
- Ability to provide safety rescues as needed.
- Ability to provide CPR and First Aid as needed.
- Ability to communicate effectively using audio system.
- Ability to read manufacturer safety data sheets.

ACKNOWLEDGEMENT

Management reserves the right to change this job description at any time according to business needs. This document does not represent a contract of employment and is not meant to alter the at-will status of an employee's employment in any way. The City of Benton reserves the right to change this job description and/or assign tasks for the employee to perform, at any time, with or without notice, as it may deem appropriate.

Employee Name: _____

Employee Signature: _____

Date: _____