

## HEAD LIFEGUARD

### JOB DESCRIPTION

**Classification Responsibilities:** A Head Lifeguard is responsible for participating in and providing supervision of Lifeguards monitoring activities at a City-operated swimming pool, including functioning as a Lifeguard in maintaining order, preventing accidents, rescuing swimmers in distress, and providing swimming instruction. Incumbents in this class participate in scheduling of personnel; assigning Lifeguards to duty stations; and giving instructions in pool operating procedures, rules, safety practices, maintenance, and related matters. Duties include: conducting reviews of Lifeguard activity; correcting of improper practices; checking the pool, decking, diving boards, locker rooms, and pool equipment for possible safety hazards or needed repairs; and coordinating the maintenance and repair of pool facilities. An incumbent in this class checks the chemical content of pool water and makes or requests changes in chemical additives; and supervises the cleaning of the pool and surrounding areas. Other duties include planning, organizing, and running events, games, and activities at the facility. Works with Aquatics Programmer to promote and lead event activities at the pool and assumes administrative responsibilities in the absence of the Assistant Pool Manager and Pool Manager. This class performs related duties as required.

**Distinguishing Features:** This classification has been designated as a non-classified, non-merit system, at-will position. Work is reviewed for results by observation. Employees in the seasonal classification normally work full-time seasonal (May through September) schedules. This class is supervised by the Pool Manager at the work site and a Recreation Coordinator. This class is FLSA exempt-recreational establishment (seasonal classification). This class is FLSA nonexempt (part-time classification).

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Some (1 - 2 seasons) experience as a Lifeguard. Valid Lifeguard Training (LGT) Certification, Cardiopulmonary Resuscitation (CPR) for the Professional Rescuer Certification, and a Water Safety Instructor (WSI) Certification.

**Special Requirements.** Must possess a valid Class D Arizona Driver's License by hire or promotion date (*by assignment*).

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

**Preferred/Desirable Qualifications.** Graduation from high school or GED is preferred. Bilingual in Spanish desirable.

### ESSENTIAL FUNCTIONS

**Communication:** Communicates with the general public and coworkers to give swimming lesson instructions and enforce pool rules to guard public safety and resolve problems. Completes written

documents regarding accidents, incidents, and swimming lessons. Makes daily entries into a logbook outlining the day's activities.

**Manual/Physical:** Performs swimming rescues on patrons in distress including approaching, breaking holds, and carrying people, which may require the removal of the patron from the water who may weigh from 50 - 300 pounds. Operates a motor vehicle requiring a standard Class D Arizona Driver's License to attend off-site meetings and deliver/transfer equipment, supplies, and facilities deposits (*by assignment*). Performs resuscitation techniques requiring stamina and other first aid measures. Climbs up and sits on guard chairs approximately six feet from ground level, rotating position every 15 - 40 minutes. Remains outside in 100+ degree temperatures for one-hour shifts. Performs maintenance tasks which include moving 50-pound high-pressure hoses approximately 200 feet, sweeping and scrubbing bathrooms, emptying garbage cans, and setting up and taking down folding chairs and tables. Stands in 75 - 85 degree water for five 30-minute periods while instructing and demonstrating swimming strokes and other aquatic techniques. Operates a cash register and adding machine. Listens for distress calls for possible activation of emergency procedures. Inspects pool facility for unsafe or broken equipment. Observes patron behavior while engaged in swimming activities for unsafe or improper conduct and possible drowning situations. Observes job performance of Lifeguards. Detects chlorine leaks. Meets scheduling and attendance requirements. Oversees and cleans facility, including bathrooms.

**Mental:** Uses judgment to determine if patrons are safely and properly conducting themselves. Prepares lesson plans, grades tests, completes course records, and supervises Lifeguards. Learns job-related material primarily through structured lecture and reading in a classroom setting, with some oral instruction provided. Plans, organizes, and leads special events at the pool utilizing staff and volunteers.

**Knowledge/Skills/Abilities:**

Knowledge of:

the principles and methods used in teaching swimming;  
lifesaving including modern methods of approaching, and carrying people;  
standard techniques of resuscitation and other first aid measures;  
swimming pool sanitary regulations and their use; and  
the rules and regulations governing the conduct of people at a swimming pool or swimming area.

Skill in:

the application of standard techniques of resuscitation and other first aid measures; and  
swimming.

Ability to:

effectively supervise lifeguarding activities at a public pool;  
function as a Lifeguard;  
give swimming instructions, apply lifesaving techniques, and render first aid to various age groups;  
meet and be firm and effective with the public;  
react quickly and calmly in emergencies;  
monitor the activities of swimmers and quickly detect problem areas;  
check pool water and facilities for safety hazards;

participate in the formulation of rules and regulations regarding operation of a public pool; and work effectively and courteously with pool patrons and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 12/19

KM/ya/kc

CS3110.DOCX (Seasonal, Non-benefited) PAY GRADE: 34

CS3221 (Part-time, Benefited) PAY GRADE: 34

CS3223 (Part-time, Non-benefited) PAY GRADE: 34

EEO-S/M IND-9015

JOB FCTN-PAR SWORN-No

INCREMENTS 121-200