

HEAD LIFEGUARD

DEFINITION

Under general supervision, to instruct and supervise pool lifeguards; to plan and prepare season plans; to keep watch at the public swimming pool in order to provide for the safety of patrons; to maintain order and discipline; to administer first aid and artificial respiration as needed and to act as rescuer swimmer when necessary.

SUPERVISION RECEIVED

Works under the direction of the Pool Manager and management staff.

DISTINGUISHING CHARACTERISTICS

The Head Lifeguard is the advanced working level class in the lifeguard series. The Head Lifeguard is distinguished from the lower-level class of Lifeguard in that the former may be required to give lead direction to workers engaged in the performance of similar duties. It is further distinguished from the higher-level class of Pool Manager in that the latter assumes full responsibility for the operation of the pool facility. The Head Lifeguards and are responsible for the staff on duty during the shifts they are scheduled. It is the Head Lifeguards responsibility to see that all lifeguards and swimming instructors complete their duties satisfactorily and act as a liaison between management and staff.

EXAMPLES OF DUTIES

Duties include, but are not limited to the following:

- Arrive at work on time and in proper uniform (see uniform requirements)
- Supervise lifeguard staff during public swim.
- Is directly responsible for actions and duties performed by staff under his/her supervision.
- Set-up and monitor lifeguard rotation.
- Assist in planning and running of in-service training and drills.
- Perform daily safety checks and regular chemical checks.
- Immediately correct safety hazards that are found during check and notify supervisor of any problems.
- Assist staff in understanding the schedule.
- Constantly monitor and check-up on staff during the time of your shift.
- Know your role in the emergency action plan.
- Ensure that all aquatic related forms are turned in, completed in full, to the Pool Manager within twelve hours or shift.
- Assist patrons with problems or concerns in a prompt and professional manner.
- Ensure a professional appearance of the facility at all times.
- Assist in the completion and collection of staff timesheets.
- Attend lead trainings with management weekly to report on pool operations, problems, concerns, and recommendations, etc.
- Immediately notify Pool Manger or Assistant Manager of any incidents or situations that could impact the district.

- Take key leadership role in all emergency situations including taking over airway management of a victim when necessary.
- Oversee and motivate a team of lifeguards who receive points for outstanding behavior.
- Complete duties lying within the task force assigned to them.
- Meet all responsibilities listed in lifeguards' duties.
- Other duties as assigned.

TYPICAL QUALIFICATIONS

Knowledge of:

- Approved lifesaving and safety methods and procedures necessary to ensure public safety in and around a pool facility.
- Swimming and rescue techniques.
- Record keeping methods and techniques.
- Occupational hazards and standard safety precautions.

Ability to:

- Teach and instruct lifeguards in lifeguarding and safety techniques.
- Interpret and explain City policies and procedures.
- Swim skillfully, rescue submerged victims and safely remove them from pool.
- Prepare clean and concise reports.
- Make sound decisions in an emergency.
- Immediately evaluate emergency situations and respond decisively and effectively.
- Administer first aid and artificial respiration according to prescribed methods.
- Communicate clearly and effectively both verbally and in writing.
- Establish and maintain positive working relationships with those contacted in the course of work, including children.

Experience and Training

Experience: At least one year (season) of responsible experience as a lifeguard.

Training: Equivalent to completion of the twelfth grade supplemented by specialized lifeguard training.

Licenses and Certificates

Must possess a current and valid Red Cross Lifeguard Training Certificate.

CPR-FPR certification is highly desirable.

Water Safety Instructor certificate is also highly desirable.

Working Conditions and Physical Demands

Incumbents must be willing to work a flexible schedule, depending on program needs, including working evenings, weekends and holidays. Must be willing to work out of doors in varied weather. Position requires sitting, standing, walking on level and slippery surfaces, walk over wet and/or slippery ground at pools.