

CITY OF BRISBANE

HEAD LIFEGUARD

Definition

Under the direct supervision of the Recreation Supervisor, oversees the daily operations of the swim center by assisting in the planning direction, leadership and staffing of swim center programs, performs a variety of clerical duties, and assists with aquatic and recreation citywide special events.

Class Characteristics

This classification is distinguished from the classification of Lifeguard by its responsibility for the oversight of daily operations of swim center programs, and by its coordinating, supervisory, and clerical duties.

Examples of Duties (Illustrative Only)

- Assists in planning, organizing, directing and supervising swim center programs and staff.
- Teaches swim lessons and lifeguards, as needed.
- Instructs Lifeguard, First Aid and Cardiopulmonary Resuscitation classes; provides in-service staff training.
- Receives the public entering the swim center facility, answers telephone calls, provides answers to inquiries, and explains routine procedures and practices.
- Maintains accurate records, assures proper completion of reports, records, logs and timecards, and makes necessary report to the supervisor.
- Collects and processes registration and fees for swim center classes and programs.
- Operates cash register and standard office equipment.
- Provides positive customer service contacts and maintains effective working relationships; works cooperatively with swim center staff and customers.
- Enforces all swim center rules and regulations.
- Ensures cleanliness and safety of the swim center facility. Assists with light janitorial duties in the swim center complex and with the set-up and take down of equipment.
- Assists in the mechanical operation of the pool assuring Health Department standards.
- Assists with the planning and implementation of aquatic and recreation citywide special events.

Qualifications

Knowledge of:

- Principles, methods, practices, and techniques used in organized aquatic and recreational programs.
- Scheduling techniques for recreational and aquatic programs and the use of recreation facilities.
- Principles of effective supervision.
- Psychology as it relates to the instruction of children and adults.
- Standard office practices and procedures and the use of standard office equipment, including cash register, computer, telephone, copy machine, and fax machine.

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- Basic arithmetic and accounting procedures.
- Techniques for effectively dealing with the public, both in person and over the telephone.
- Rules and regulations applicable to swim center facilities.
- Water filtration and water chemistry.

Skill in:

- Planning, organizing, directing and supervising swim center programs and staff.
- Effectively supervising assigned personnel.
- Applying effective instruction techniques.
- Performing standard office clerical work and basic accounting.
- Interpreting and implementing policies and procedures.
- Making accurate arithmetic calculations and counting money.
- Effectively enforcing swim center rules and regulations.
- Learning and adapting to changing priorities and multiple demands.
- Using English effectively to communicate in person, over the telephone, and in writing.
- Displaying outstanding customer service skills by providing information and assistance to customers in an effective manner.
- Effectively handling problems associated with the mechanical operation of the pool.

Education and Experience:

Equivalent to graduation from high school supplemented by a minimum of two years or seasons of experience as a Lifeguard or Swim Instructor. Previous supervisory experience is desirable.

Licenses/Certificates:

Certification in Lifeguard Training, Water Safety Instructor (WSI), Community First Aid and Safety, and Cardiopulmonary Resuscitation (CPR) for the Professional Rescuer are required. Lifeguard Training Instructor is required and must be obtained within six months of employment. Certifications must be maintained as a condition of continued employment. Fingerprint clearance is required.

Physical Demands:

Must possess the mobility to perform water rescues and swim instruction, and the mobility to work in a standard office setting and to use standard office equipment; vision to see swimming pool and surrounding area, including under water, and vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must be able to work flexible hours, including evenings, weekends, and holidays throughout the entire year.

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