



Head Lifeguard

DEPARTMENT: Pool
CLASSIFICATION: Non-Exempt

DATE: May 17, 2017
PAYROLL: HL

POSITION SUMMARY

Maintain safe swimming conditions in the pool, deck, and surrounding areas. Create a safe and positive atmosphere that promotes member safety and engagement in accordance with Stayton Family Memorial Pool policies and procedures. Provide leadership and supervision to lifeguards on a shift.

ESSENTIAL JOB FUNCTIONS

Any of the following duties and responsibilities may be performed and are not listed in any particular order. These examples are not necessarily performed by all incumbents, however, and do not include all specific essential functions and responsibilities an incumbent may be expected to perform.

- Serves as a lead worker to pool staff and oversees activities at the pool facility in the absence of the Aquatic Facility Manager or Pool Staff Supervisor.
- Support pool staff to promote high quality performance. Correct and advise after consulting with the Aquatic Facility Manager or Pool Staff Supervisor.
- Serve as an Aquatics Instructor and/or Lifeguard as needed.
- Understand pool operation and maintenance procedures including but not limited to basic knowledge regarding pool chemicals, pumps, filters, vacuuming, and backwashing procedures. Take chlorine and Ph checks as needed or assign and supervise pool staff members in this task.
- Responsible for the opening and closing of the pool facility.
- Assist with customer service and payment processing as needed, responding to public and staff inquiries in a professional manner.
- Assist the Aquatic Facility Manager and Pool Staff Supervisor to ensure success of any citywide or special event.
- Prepare reports as assigned by the Aquatic Facility Manager or Pool Staff Supervisor.
- Assist with general housekeeping duties in and around the swimming pool facilities. This may include but is not limited to the office and lobby area, pool spectator area, and dressing rooms.
- Maintain cooperative relationships with City personnel, elected officials and other agencies.
- Demonstrate leadership to fellow employees and foster an environment in which employees are focused on producing excellent quality results.
- Encourage and provide excellent customer service. Promote professional and courteous

behavior with a creative approach to problem resolution that creates a positive experience for the customer.

- Follow all safety rules established for the work area.
- Other duties as assigned.

AUXILIARY JOB FUNCTIONS

- Serve on various employee or other committees as assigned.
- Maintain proficiency in areas of responsibility by reading materials, attending trainings and meetings.
- Participate in in-service training, orientations and staff meetings as requested.
- Maintain work areas in a clean and orderly manner.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION / EXPERIENCE

- One year of Lifeguard and Aquatic Instructor experience.
- Willing to assume flexible work hours as required by seasonal needs.
- Customer service skills working with the public and swimming pool staff members.
- Ability to use a computer to perform the essential functions of the job; knowledge of Microsoft Office Suite.
- Ability to communicate effectively verbally and in writing.

CERTIFICATES/LICENSES/REGISTRATIONS

- Possession of current certification issued by a nationally recognized accreditation agency in Lifeguarding, First Aid, CPR, Professional Rescuer, and Water Safety Instructor (unless approved by Aquatic Facility Manager) is required.
- Must complete Lifeguard Instructor Training within six months of taking the position unless approved by Aquatic Facility Manager.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works in outside weather conditions.
- The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions.
- The employee occasionally works in high, precarious places and is frequently exposed to fumes or airborne particles, risk of electrical shock, and vibration.
- The employee is frequently exposed to toxic or caustic chemicals.
- The noise level in the work environment is usually moderately loud.

PHYSICAL ABILITIES

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.

- While performing the duties of this position the employee is regularly required to use hands to finger, handle, pull, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to stand, walk, talk, hear, sit, climb or balance, stoop, kneel, crouch or crawl, and smell.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

SUPERVISION

- Works under the general supervision of the Aquatic Facility Manager.
- In the absence of the Aquatic Facility Manager and the Pool Staff Supervisor, serves as a lead worker over pool staff.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES OF THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

The City of Stayton is an Equal Opportunity Employer.

REQUIRED SIGNATURES

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, physical demands of the position and the minimum education and experience required of the position.

City Administrator

Date

Deputy City Recorder

Date