

Head Lifeguard, Parks & Recreation Department

City of Dunedin, Florida
Class Description

Job Title: **Head Lifeguard**
Parks & Recreation Department
Recreation Division

GENERAL STATEMENT OF JOB

Under general supervision, manages pool operations and activities, ensuring patron safety and the facility's compliance with all City policies, procedures and safety regulations. Assists with the operation of the spray ground. Assists with the supervision of subordinate Lifeguards as assigned. Reports to the Recreation Coordinator.

Specific Duties And Responsibilities

Examples of Essential Job Functions

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position.

Assists in supervising the work of assigned employees. Supervisory duties include staff scheduling; instructing; assigning and planning work of others; maintaining standards; coordinating activities; acting on employee problems. Assists with interview process. Reviews the work of subordinates for completeness and accuracy; offers training, advice and assistance as needed.

Plans, coordinates and conducts swimming instruction classes.

Provides information regarding programming to the public through the preparation and distribution of effective publicity materials.

Drives City vehicles, including participant transportation, as necessary.

Performs professional lifeguarding duties to ensure the safety of all pool patrons. Performs rescue procedures and administers CPR and First Aid as necessary.

Oversees the maintenance of assigned facility grounds and equipment and participates in general custodial, grounds keeping and maintenance duties as required.

Completes program registration into Recreation registration software, including global sales receipts and records and reports for program fees and other revenues, household account management and facility reservations.

Completes registration daily deposits by obtaining reports via Recreation registration software and in compliance with the City's Cash Handling Policy.

Provides customer service, including greeting and assisting patrons, responding to inquiries and requests, providing program/event information and assisting in receiving complaints.

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Assists in planning, coordinating and presenting special events, including swim meets, City-wide events, etc.

Assists with the planning, scheduling promotion/marketing and evaluation of programs and events that meet the needs of the community.

Performs other clerical duties as required including faxing, filing, maintaining, retrieving and updating files, copying documents, ordering and maintaining office supply inventory and preparing and processing mail.

Compiles data for and prepares required records and reports.

Ensures the availability of required supplies and equipment; orders, purchases and maintains supply inventory.

Ensures that all City policies, procedures and safety regulations are followed at all times.

Opens and closes facility as scheduled; work hours may consist of nights and weekends.

Assists in developing and implementing new programs.

Additional Job Functions

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs routine office work as required, including but not limited to answering the telephone, preparing reports and records, etc.

Performs related duties as required.

Minimum Training And Experience

Requires a high school diploma or GED equivalent supplemented by one year of experience in lifeguarding and swim instruction.

One year experience as a Lifeguard III or equivalent is preferred.

An equivalent combination of education, training and experience that provides the required knowledge, skills and abilities may be considered.

Special Requirements

Requires certification in Lifeguarding/First Aid and CPR/AED for Lifeguards.

Certification in Lifeguard Management, Water Fitness Instructor, First Aid, CPR/AED Instructor, Certified Pool Operator (CPO) is preferred.

Must possess a valid Florida driver's license.

Must possess other special training & certifications or licenses as applicable to assigned area(s) of supervision such as before & after school programs, aquatics, seniors, athletics and fitness.

Performance Aptitudes

Data Utilization: Requires the ability to arrange, compare, count, differentiate, measure and/or sort data and/or information. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

Human Interaction: Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to use, operate and/or handle equipment such as a telephone, hand tools, pool maintenance equipment, rescue equipment, etc.

Verbal Aptitude: Requires the ability to use a variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; to calculate decimals and percentages; may require the ability to perform mathematical operations with fractions.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, teaching and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches to and techniques to problem resolution.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance

Physical Ability: Tasks involve the ability to exert very heavy physical effort in very heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and some lifting, carrying, pushing and/or pulling of persons, objects and materials of heavy weight (up to 100 pounds). Requires the ability to perform and/or demonstrate various swimming and other physical skills. Requires the ability to move persons of varying weight from the water to dry land and to perform CPR/First Aid in rescue operations.

Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Some tasks may require exposure to adverse weather conditions, temperature extremes, wetness/humidity, dust/pollen/smoke, harsh chemicals/cleaning agents, equipment hazards, communicable disease, strong odors.

Performance Aptitudes

Knowledge of Work: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Head Lifeguard. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Is able to assist in the planning and implementation of creative programming for various ages. Understands specific City and county ordinances as they apply to the duties and responsibilities of the position. Is skilled in the provision of professional lifeguarding services; is able to perform rescue, CPR and First Aid procedures as necessary. Is able to plan and present effective swim instruction. Has knowledge of the use and care of equipment, tools and materials required in pool maintenance. Is able to react professionally at all times, dealing with sensitive situations with tact and diplomacy. Is able to train, assist, motivate and provide leadership to employees. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to assemble information and make written reports and records in a concise, clear and effective manner. Has knowledge of proper English usage, grammar, vocabulary and spelling. Has the mathematical ability to handle required calculations. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or

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consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Approved:

Parks & Recreation Director

Date