

CITY OF TOPPENISH
Class Specification

Title: Pool Head Lifeguard

Department: Recreation & Aquatics

FLSA Status: Non-Exempt

Reports to: Activities Program
Manager

Union Status: Non-Represented

Effective Date: April 24, 2024

Position Summary:

Under general supervision, is responsible for water safety, public relations, and transmission of matters of policy and procedure to staff. In addition to performing general lifeguard duties, monitors lifeguards and cashiers throughout the guarding shift; keeps a daily log of happenings; performs routine pool chemical tests and records findings; assists in the preparation and execution of in-service trainings. Maintains close contact with and advises lifeguards in matters pertaining to pool operation.

Essential Duties and Responsibilities:

The following statements reflect the general duties and responsibilities of this position but should not be considered an all-inclusive listing. The employee is also expected to meet the technical performance standards developed for this position and the City's standards for interpersonal and team behaviors, customer contacts, and supervision. Employee may also perform other duties as assigned, including work in other functional areas to cover absences or to meet current workload needs.

Performs all lifeguarding functions as needed.

Monitors lifeguards and cashiers throughout the guarding shift.

Ensures pool facility is prepared for opening and all equipment is in the proper location.

Performs custodial care of facility by cleaning, hosing, and disinfecting the facility, including locker rooms, pool decks, storage areas, mechanical rooms, pool bottom and walls, outside adjacent areas, and grounds.

Greets people in a professional manner both by telephone and in person, when assisting with registration or providing information. Ensures to provide a high-quality level of customer service and responds to questions, concerns, and complaints related to pool operations.

Accurately receipts participant payments, records cash received and operates a cash register.

Keeps daily, weekly, and monthly attendance records.

Accurately updates and maintains daily log of happenings throughout the guarding shift.

Performs routine pool chemical tests, accurately records test results and maintains chemical balance of swimming pool as required by law or health standards; immediately notifies supervisor if levels are out of appropriate range.

Assigns lifeguarding and cashiering staff on their beginning stations, as well as providing them with their rotation schedule. Ensures lifeguards and cashiers receive required breaks.

Assists in the preparation and execution of in-service training.

Maintains close contact with, and advises, supervisors in all matters pertaining to the pool operation.

Must wear the uniform provided at all times throughout scheduled shift.

Supports the relationship between the City of Toppenish and the constituent population by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; promotes City goals and priorities in compliance with all policies and procedures.

Demonstrate punctual, regular, and reliable attendance, which is essential for successful job performance.

Other Job Requirements:

Present a positive, professional image; maintain cooperative and effective working relationships; assure excellent customer service with internal and external customers.

Execute assignments, projects, and job responsibilities efficiently and within defined timeframes, work independently and effectively with little direction.

Demonstrate good judgment and employ critical thinking to execute duties, identify issues, seek solutions, and recommend improvements in support of departmental goals.

Provide assistance to co-workers and higher-level management; participate in resolving operational or interpersonal concerns; participate in training, meetings, and on committees as assigned.

Respect the value of diversity in the workplace and the community.

Supervisory:

This position does supervise subordinates. The position may provide general or technical guidance on departmental and city processes or procedures to assist new employees become familiar with the department and city operations.

Work Schedule:

This position works a varied work week schedule with occasional early mornings, evenings, and weekends. When overtime is required; overtime pay will be provided for hours worked over 40 hours in that workweek.

Qualifications:

Position requires 1 year of lifeguarding experience; or any combination of relevant education and experience which would demonstrate the knowledge, skills and abilities required to perform the duties listed above. Successful applicants must also:

- Must possess and maintain an American Red Cross Lifeguard Training Certificate, or a YMCA Lifeguard Certificate, or a National Pool Water Park Lifeguard Certificate.
- Must possess and maintain a Basic First Aid/CPR Certificate prior to the first day of employment.
- Pass a background investigation.
- Maintain the level of physical and mental fitness necessary to perform the essential functions of the position as determined by their supervisor.
- Must possess and maintain a valid Washington State driver's license or State Identification Card. Must possess and maintain a driving record acceptable to the City and the City's insurance carrier OR must be able to provide own transportation to and from job, meetings, and related job sites.
- Be legally able to work in the United States.

Competencies:**Knowledge of:**

- The philosophy, principles, and practices of American Red Cross aquatics instructional methods.
- The methods, techniques, materials, equipment, and safety precautions associated with teaching and operating aquatic program.
- The routine maintenance of commercial pool facilities.
- Cash management operations and record keeping.
- Washington Administrative Code Chapter 246-260 regarding water recreation facilities.
- Principles and practices for the position held.
- General office procedures.

Ability to:

- Ability to perform or instruct beginning through advanced swim lessons, competitive strokes, diving, synchronized swimming, exercise, and therapy classes and other aquatic programs consistent with community needs and interest for all age groups.
- Communicate effectively orally, in writing, and by demonstration to coworkers and the public.
- Remain current on practices and technological advances for the position held.

- Remain calm and influence, persuade, reassure, and defuse interpersonal conflicts while resolving problems for co-workers and the public.

Personal Qualities:

- Interpersonal skills using tact, patience and courtesy.
- Greet the public and co-workers in a professional manner and clearly convey a sincere willingness to be of service and/or be open to resolving the situation at hand. Clearly explain self or answer, when necessary, take the time to confirm your answer is understood.
- Look for opportunities to build trust; research more data if needed; willing to negotiate schedule to accommodate another's needs.

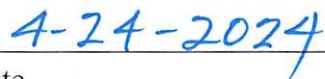
Working Conditions:

Works with the public, some of which may be irate, upset, or disturbed. Frequent extension of workday to meet deadlines. Frequent use of both hands in reaching/handling/grasping/fingering while performing duties. Occasional bending/twisting at knees/waist/neck while performing related activities. Occasional kneeling/crouching/crawling. Occasional heavy work includes lifting and carrying up to fifty (50) pounds. Occasionally ascends/descends stairs, ladders and inclines while maintaining balance. Physical strength and ability sufficient to perform manual labor for extended periods under wet, cold, hot and generally unpleasant conditions. May require continuous moving, sitting, or standing for extended periods of time. Continuous use of all senses including feeling/talking/hearing/seeing while performing duties and while communicating with coworkers, the public and completing all tasks as assigned.

Approved:



City Manager



Date