

CITY OF TOPPENISH
Class Specification

Title: Head Lifeguard
Department: Recreation & Aquatics
Reports To: Activities Program Manager
FLSA Status: Non-Exempt **Hourly Salary:** \$19.10 - \$24.38
Union Status: Non-Represented **Effective Date:** April 10, 2023

General 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 Functions/Major Responsibilities

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.

Requires regular and reliable attendance.

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.

Performs other related duties as assigned.

SPECIFIC JOB KNOWLEDGE, SKILLS, AND ABILITIES:

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.

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; establish and maintain effective working relationships with City employees, participants, and the public; give, receive, and follow through with directions.

WORKING ENVIRONMENT:

Will be constantly swimming and be exposed to water, chloring, and other chemicals related to pool maintenance, cleaning agents and disinfectants, slippery surfaces, heat, sun, insects, and other summer weather conditions. Needs to be able to move around pool area and into/out of pool area. Constant use of arms and hands in reaching/handling/grasping/fingering while performing duties. Frequently ascends/descends stairs, ladders, and other inclines while maintaining balance. Occasional heavy work includes lifting and carrying over 50 pounds. Constant use of all senses including feeling/talking/hearing/seeing while performing tasks as assigned. Must be able to distinguish color and maintain long-term and short-term memory. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Unusual Working Conditions

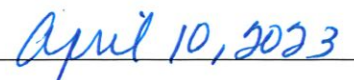
May be required to work evenings, weekends, early mornings, split shifts and holidays. May require lifting objects weighing over 50 pounds. Will be exposed to chlorine and other chemicals related to pool maintenance, cleaning agents and disinfectants, slippery surfaces, heat, sun, insects, and other summer weather conditions.

EXPERIENCE AND TRAINING REQUIREMENTS:

Must have a minimum of 1 year of lifeguarding experience. Must possess and maintain an American Red Cross Lifeguard Training Certificate, a YMCA Lifeguard Certificate or a National Pool Water Park Lifeguard Certificate and maintain a current Water Safety Instructor Certificate. Must possess/obtain and maintain a Basic First Aid/CPR certificate prior to first day of employment.

APPROVED:


Debbie Zabell, City Manager


Date