

**CITY OF FAIRWAY
POSITION DESCRIPTION**

TITLE: Head Lifeguard **DEPARTMENT:** Parks and Recreation
FSLA STATUS: Non-exempt **WORK WEEK:** As assigned

JOB SUMMARY:

The Head Lifeguard uses their leadership ability to increase the efficiency of the lifeguard staff. Maintains safety at the pool facility and corrects infractions by patrons of the pool and assists in keeping the swimming facility clean. The chief responsibility of the Head Lifeguard is to serve as a liaison between management and lifeguard staff. This position reports to the Parks and Recreation Director or his/her designee.

DUTIES:

Safety

- ◆ Responsible for using proper guarding posture, skills, procedure.
- ◆ Responsible for competently performing emergency procedures when necessary.
- ◆ Responsible for providing constant attention to assigned guarding areas.
- ◆ Corrects infractions of pool rules and regulations by patrons.
- ◆ Participates in guard training review.

General

- ◆ Serves as a liaison between lifeguard staff and upper management.
- ◆ Assists in designing daily rotation.
- ◆ Assists in training new lifeguards.
- ◆ Assists in the on-going staff training and review throughout the summer.
- ◆ Assists in monitoring lifeguard performance.
- ◆ Helps identify when an increase or decrease in lifeguard coverage is needed.
- ◆ Helps identify deficiencies in pool staff performance. Addresses concerns with staff directly or reports to upper management.
- ◆ Responsible for collecting and disposing of all litter, in and around the pool area on a regular basis.
- ◆ Responsible for emptying and disinfecting all trash containers as needed.
- ◆ Responsible for hosing down all pool decks on a daily basis.
- ◆ Responsible for cleaning and stocking restrooms on a daily basis.
- ◆ Responsible for cleaning various areas of the pool facility including but not limited to the bath house, office, park and parking lot.

Miscellaneous

- ◆ Wears proper uniform at all times.
- ◆ Reports to work regularly and promptly.
- ◆ Maintains cordial relations with public and sets example in general conduct for staff.

- ◆ Performs other duties as assigned.
- ◆ Uses safe work practices while on the job, including following proper and established procedure in the use of equipment and wearing appropriate and/or required safety and personal protective gear.

REQUIREMENTS:

Skills and Abilities

- ◆ Ability to comprehend verbally, arithmetically and in writing; ability to express ideas verbally and in writing.
- ◆ Ability to work independently and as part of a team.
- ◆ Ability to work with the public.
- ◆ Ability to recognize and avoid safety hazards and be able to respond to emergencies effectively.

Physical

- ◆ Must have finger and manual dexterity, strength and physical stamina adequate to perform essential functions of the position.
- ◆ Must have body flexibility including multi-limb coordination.
- ◆ Must have adequate depth perception, visual acuity, visual stamina and auditory perception adequate to perform essential functions of the position.
- ◆ Must be able to speak and write adequately to perform essential functions of the position.
- ◆ Must have adequate environmental tolerance, including ability to tolerate high temperatures and confining workspaces.
- ◆ Must maintain fitness level to perform rescue duties.

Mental

- ◆ Ability to understand department rules and regulations, City of Fairway rules and regulations and standard operating procedures and the ability to help formulate same.
- ◆ Must be able to concentrate, memorize and reason logically.
- ◆ Ability to respond to emergencies effectively, to changes effectively and to directives effectively.

Educational and Miscellaneous

- ◆ Must be 17 years of age or older with two years of lifeguarding experience at Fairway.
- ◆ Must obtain or have current CPR Certificate, Lifeguard Training Certificate and First Aid Certificate and are encouraged to obtain WSI Certificate.