

**CITY OF COLVILLE
JOB DESCRIPTION
SWIMMING POOL**

TITLE: HEAD LIFEGUARD

FLSA STATUS: Non-Exempt

GENERAL DESCRIPTION:

The Head Lifeguard is responsible for assisting the Manager in performing operational and supervisory duties at the City swimming pool.

REPORTS TO: Swimming Pool Manager

SUPERVISES:

Lifeguard/Swim Instructors in the absence of the Manager.

ESSENTIAL JOB FUNCTIONS:

- **40%...** Assumes duties of a lifeguard when necessary.
- **20%...** Teaches swimming lessons.
- **15%...** Assumes managerial responsibilities in the absence of the Manager.
- **10%...** Assists the Manager in facilitation of pre-season staff meeting to review duties and skills, facility operations and facility specific training. Assists the Manager in pre-season and mid-season skills testing of all aquatics staff. Performs additional tasks required by the Manager (i.e., preparation of employee work schedule, publicity for up-coming classes, purchasing necessary supplies, etc.).
- **10%...** Performs water tests and filters and add necessary chemicals to ensure properly balanced and sanitary water. Handles complaints made by the public in a diplomatic manner, or refers to the Pool Manager or the Recreations Coordinator when necessary.
- **5%...** Assists the Manager in the supervision of the Lifeguard/Swim Instructors, including:
 - Conducts safety drills, including Red Cross White Caps at Manager's direction;
 - Maintaining discipline and conduct of lifeguards;
 - Monitoring daily cleaning tasks, assisting when necessary;
 - Other duties as assigned.

EDUCATION AND/OR EXPERIENCE:

Minimum of one (1) season lifeguarding and teaching experience.
Familiar with both the lifeguard's and the manager's job functions.

REQUIRED CERTIFICATIONS AND LICENSES:

American Red Cross Lifeguarding
American Red Cross Water Safety Instructor (WSI)
American Red Cross First Aid
American Red Cross CPR for the Professional Rescuer

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.

A majority of the duties performed by this individual will take place in and around the Colville Swimming Pool. While performing the duties of this job, the employee will frequently work near moving mechanical parts and in outside weather conditions and is frequently exposed to fumes, airborne particles, toxic or caustic chemicals.

The noise level of the work environment is usually low to moderate.

While performing the duties of this job, the employee is constantly required to climb into lifeguard stanchions, climb in and out of the swimming pool (with or without the use of pool ladders), and to walk up and down stairs. The employee is frequently required to use hands and fingers to handle or feel objects or equipment; stop, kneel, twist, crouch, or crawl; talk or hear; and taste or smell.

The employee must be able to lift and/or move victims, equipment, and supplies weighing up to 150 pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The employee will be required to maintain a degree of fitness and strength to meet the demands of the job.

REVIEWED BY:

Mayor Robert J. Anderson

Date

City Clerk Holly Pannell

Date