



City of Gunnison

Job Description

Job Title:	Head Lifeguard		
Department:	Parks and Recreation	Division:	Aquatics
FLSA Status:	Non-Exempt	Position Status:	Full-Time
Date Updated:	3/27/2017	Job Physical Level:	Strenuous

General Purpose:

Responsibilities will also be organization and administration of aquatic programs, in-services, and assistance in the mechanical & chemical operations of the pools, locker rooms, maintenance and repair of the building, and natatorium HVAC systems.

Essential Duties and Responsibilities:

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The City reserves the right to modify or change duties or essential functions of this job at any time.

Assist the Aquatics Manager in planning, organizing and supervising the Aquatics and City Programs (Halloween, Christmas, eggquatics, and other programs).

Assume the leadership role in the absence of the Aquatics Manager.

This position will be the primary manager on duty for nights and weekends and will fill this role for the majority of shifts.

Work directly with Recreation Staff in the Rec. office to develop strong ties and establish a solid working relationship with lifeguards and their supervisors.

Assist in design, development and implementation of policies and procedures; rules and regulations in conjunction with Recreation staff in regard to patron use, fees, safety, risk management and ensure compliance with these policies.

Assist with recruiting, interviewing, hiring & training aquatic personnel.

Following standards for Red Cross lifeguard and swim instructor training and communicating with this organization to create classes, update certifications and purchase materials.

Assist in the management of the daily pool operations including the maintenance and repair of pool systems, natatorium and locker room HVAC systems, equipment and solar thermal system.

This position will serve the role of primary manager whom will perform weekly backwashing and pool system monitoring.

Implement and monitor the pool chemical control program to assure compliance with State operations and safety guidelines and standards to provide an impeccable swimming facility for

patrons.

Ensure the quality of the cleanliness and up keep of the facility.

This position will serve as the primary manager whom will keep track of facility cleaning tasks performed by lifeguards.

Directs and may perform the tasks of lifeguard, swim instructor, trainer, coach, chemical testing, and custodial duties on an as needed basis.

Assist the Aquatics manager in preparing, developing, monitoring and complying with annual pool budget. Work in conjunction with Rec. Staff in the development of comprehensive Community Center Budget, and find ways to save money and cut cost throughout the year.

Other Duties and Responsibilities:

Responsible for setting an example of positive customer service and professionalism in the work place. Anticipates and meets the needs of the community, its citizens and guests, and the aquatic staff.

Perform related duties and responsibilities as required.

Job Qualifications

Required Education and Experience:

High school diploma or GED equivalence. Experience in management (preferably in pool and recreation programs), staff supervision, successful team building and staff development or any combination of educations and experiences

Experience in swim instruction, training and certification.

Have an understanding of water chemistry, chlorination, pool mechanical systems and preventative maintenance, risk management in the aquatic setting.

Other Necessary Requirements:

Possession of Lifeguard, First Aid and CPR/AED certifications.

Desired: Possession of Red Cross certification in water safety instruction (WSI), lifeguard training instruction (LGI), and first aid and CPR instruction.

A complete criminal history background check is required.

Necessary Knowledge, Skills and Abilities:

Strong organizational skills and ability to conduct multiple tasks concurrently. Ability to provide supervision and instruction consistently to employees, instructors, volunteers and community service workers. Ability to work closely and cooperatively with children, adults, and senior citizens.

Ability to communicate effectively, both verbally and in writing. Ability to work with various community groups and the general public.

Demonstrated customer service/public relation skills including the ability to resolve/diffuse customer and parent issues and complaints.

Knowledge of and ability to perform basic calculations.

English Language Comprehension - Requires the ability to listen to, read, understand and communicate the English language so that others are able to understand. This must be done both orally and in writing, at the level appropriate for the position held.

Working Conditions	
Work Environment:	<p>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.</p> <p>The noise level in the work environment is usually relatively loud.</p> <p>This position requires continual public interaction and communication including interaction with difficult citizens and customers. The work environment is in and around water and slippery surfaces with exposure to noise, fumes, hazardous chemicals (including chlorine & muriatic acid), and cleaning chemicals.</p> <p>Also, this position will require being in and around water on a regular basis and in a humid 90-degree facility.</p>
Physical Activities:	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.</p> <p>Requires the ability to lift and carry items up to 50 pounds on a frequent basis.</p> <p>It will be necessary at times to perform physical activities requiring continual walking, standing, and sitting. May be required to perform physical recreational activities such as swimming, running, jumping, climbing stairs, crawling, bending, and reaching.</p> <p>Specific vision abilities required by this job include close vision and the ability to adjust focus.</p>
Tools and Equipment Used:	Demonstrated computer literacy and experience with word processing, spreadsheet and data file management required.
Supervision Received:	
Works under the General Supervision of the Aquatics Manager. Works closely with the Aquatics Manager, the Parks and Recreation Director and in conjunction with the Recreation Supervisor, Rec. Coordinator and Assistant Facilities Manager.	
Supervision Exercised:	
The Head Guard will supervise lifeguards and instructors at the Gunnison Recreation Center.	

**ACKNOWLEDGEMENT OF RECEIPT
PLEASE SIGN AND RETURN TO HUMAN RESOURCES**

I, (print name) _____, acknowledge that I have received a copy of the current job description for the position of Head Lifeguard with the City of Gunnison. I understand the job description does not constitute an employment agreement between the City of Gunnison and myself and is subject to change by the Management of City of Gunnison in its sole discretion. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Employee Signature

Date

Supervisor Signature

Date