



City of Laguna Niguel Job Description

HEAD LIFEGUARD

Maintenance, Clerical, and Technical Unit
FLSA: Non-exempt

DEFINITION

Coordinate, schedule, and participate in City pool lifeguard activities.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Aquatics Manager.

EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES

Important responsibilities and duties may include, but are not limited to, the following:

- ◆ Schedule part-time lifeguard staff; coordinate and provide staff training; ensure appropriate coverage during pool operations house.
- ◆ Enforce pool safety regulations, policies, and procedures; provide swimmer rescue; apply First Aid and CPR as necessary.
- ◆ Teach swimming lessons; prepare and distribute swimming lesson materials.
- ◆ Enroll new swimming pool program members; collect pool fees from users and account for money collected.
- ◆ Maintain records and develop reports concerning pool operations and aquatic recreational activities.
- ◆ Answer questions and provide information to the public; investigate complaints and recommend corrective action to resolve complaints.
- ◆ Clean and vacuum pool facilities; maintain appropriate chemical levels in swimming pool water; clean and replace pool filters.
- ◆ Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- ◆ Basic techniques of swimming pool maintenance.
- ◆ Techniques of swimming lesson instruction.
- ◆ Principles and techniques of First Aid and CPR.
- ◆ Fundamental staff scheduling methods and techniques.

Ability to:

- ◆ Maintain safety and order in a swimming pool facility.
- ◆ Maintain swimming pool facilities in safe and cleanly manner.
- ◆ Schedule, oversee, and train assigned staff.
- ◆ Communicate clearly and concisely, both orally and in writing.
- ◆ Establish and maintain cooperative working relationships.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Two years of lifeguarding experiences in a swimming pool facility.

Equivalent to completion of the twelfth grad supplemented by specialized training in First Aid, CPR, and Water Safety Instruction.

Licenses:

Possession of, or ability to obtain, First Aid, Lifeguarding, CPR certificates, and a valid California Driver's License.

Possession of Water Safety Instruction certificate is highly desirable.

PHYSICAL DEMANDS

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to swim, walk, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb or balance.

The employee must occasionally lift and/or move over 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and the ability to adjust focus.

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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions and toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office and moderately loud when in the field.