

# South Jordan City

## Job Description

<b>Title:</b>	<b>Head Lifeguard</b>	<b>Effective Date:</b>	<b>12/21/17</b>
<b>Org:</b>	<b>230270</b>	<b>FLSA:</b>	<b>Non-Exempt</b>
<b>Pay Grade:</b>	<b>S-6</b>	<b>Workers Comp:</b>	<b>Municipal</b>

**This is an “at-will” position. The employee or the City may end the employment relationship at any time, with or without cause or explanation.**

### GENERAL PURPOSE

Provide a safe environment for all patrons of the pool area. Direct the daily activities of Lifeguards and Swim Lesson Instructor/Lifeguards.

### SUPERVISOR

Aquatics Supervisor

### POSITION(S) SUPERVISED

None

### ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee’s manager.

Job attendance is required, except for authorized leave.

Scan assigned area to prevent possible accidents, and monitor the health and safety of patrons in and around the pool area; and monitor that all other lifeguards are properly positioned on the deck and performing their duties appropriately, while using proper techniques and procedures.

Observe and enforce safety rules and regulations; educate patrons of said rules; monitor that other lifeguards are observing and enforcing safety rules and regulations. Use proper techniques and procedures to assist/rescue any patron in distress; implement preventative lifeguarding techniques.

Respond quickly and efficiently to all emergency situations; alert other lifeguards of any areas of concern in the pool area; Perform first aid and/or CPR as needed.

Prepare and complete all records and reports accurately and in a timely manner; report shift activities to the Aquatic Supervisor as required; Communicate pool situations to facility staff including managers and front desk staff.

Assist with the efficient operation and maintenance of the swimming pool area, decks, and locker rooms to ensure a safe, clean, and healthy environment; ensure pool is closed securely and properly.

Track attendance and monitor effective and efficient use of staff working hours; assign rotation and maintenance schedules daily.

Use appropriate judgment when closing down the pool due to emergencies, mechanical problems, improper water balance, etc; follow appropriate procedures outlined in the Emergency Action Plan if necessary.

Assist with aquatic programs; organize and teach swimming lessons to patrons. Follow risk management and safety program by regular inspection and maintenance of pool area.

Attend regularly scheduled staff meetings and in-service training; assist in providing continual training to the lifeguard staff.

Maintain effective public relations with all patrons.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education & Experience:

Six (6) months of experience as a lifeguard or water safety instructor

American Red Cross: (\*Equivalent)

Lifeguard

First Aid

CPR/AED

Water Safety (may be substituted for experience)

\*Ellis and Associates, Star Guard, or Star Fish Certifications

2. Special Qualifications:

Must be at least 16

3. Knowledge, Skills, and Abilities:

Ability to pass lifeguard swim test (300 yards) and treading test (2 Minutes)

Knowledge of swimming techniques.

Ability to communicate verbally and in writing with patrons, co-workers and supervisors in a professional manner. Ability to communicate effectively with all age groups, handle complaints and enforce pool regulations in a firm manner while maintaining good public relations.

Ability to make reasonable choices in difficult situations, to react calmly to stressful situations and help resolve conflicts that may arise.

Must be able to report to work promptly and continue work until the end of the required shift.

4. Working Conditions:

Moderate physical activity. Required to push, pull or lift medium weights. Uncomfortable working positions such as stooping, crouching and bending. Moderate physical exertion may be present due to the possibility of water rescues. Some uncomfortable working conditions due to warm temperatures, humidity and noise. Moderate mental pressure and fatigue exist during a normal workday due to constant supervision of children and adults. Intermittent stress as a result of human behavior. Evening, weekend, and holiday work required.

*The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.*

*Human Resources Use Only*

<b>Job Class:</b>	<b>Municipal Part Time</b>	<b>EEO-4 Class:</b>	<b>Serv/Maint</b>
<b>Location:</b>	<b>Fitness Center</b>	<b>EEOP Class:</b>	<b>PS/non-sworn</b>
<b>Group/BU:</b>	<b>Part Time Pay Plan</b>	<b>Tech-Net Match:</b>	