



# City of Ouray

## Job Description

<b>Title:</b>	Lead Lifeguard	<b>Code:</b>	<b>227</b>
<b>Division:</b>	Operations	<b>Effective Date:</b>	01/2017
<b>Department:</b>	City Resources	<b>Last Revised:</b>	

### GENERAL PURPOSE

Performs pool **deck supervision, lead worker and lifeguard duties** to ensure efficient day-to-day operations of the Ouray Hot Springs Pool, Fitness Center and Bathhouse. Performs lifesaving and cardio-pulmonary resuscitation techniques whenever needed; participates in physical and rescue skills training. Directs and performs general maintenance tasks, including bathhouse cleaning, and related projects as assigned.

### SUPERVISION RECEIVED

Works under the general supervision of the Pool Manager, Assistant Pool Manager or Aquatics Coordinator.

### SUPERVISION EXERCISED

Provides close supervision to Lifeguard(s) while in training and while monitoring the performance of shift duties.

### ESSENTIAL FUNCTIONS

**General Operations:** Interacts with the public to assist in the safe and orderly enjoyment of swimming area activities; performs lifesaving and cardio-pulmonary resuscitation techniques whenever needed; participates in physical and rescue skills training.

**Shift Operations:** Performs opening and closing procedures; assures all systems are properly functioning; secures doors and other accesses; assures shift duties are completed.

Interacts with the public to assist in the safe and orderly enjoyment of swimming area activities; performs lifesaving and cardio-pulmonary resuscitation techniques whenever needed.

Oversees and coordinates the activities of Lifeguards; monitors the situational needs to ensure adequate number of guards; calls in extra guards, determining number of guards "up", or sending guards home, as necessary; assists & monitors lifeguard attendance as it relates to punctuality and consistent attendance; ensures that lifeguards are appropriately clocked in/out of the time clock; monitors lifeguard compliance with work attire policies and the wearing of required uniform while on shift.

Ensures that all required maintenance including bathhouse cleaning and grounds maintenance and stewardship projects are performed during assigned shifts. Ensures individual lifeguards complete proper daily maintenance and lifeguard functions.

Administers necessary tests and chemical adjustments after a fecal accident or other incident as needed. Makes decisions on pool closure while consulting with the Pool Manager and/or Assistant Pool Manager and the City Resource Director concerning pool closure.

**Training:** Attends all staff meetings, in-services and training sessions; teaches swim lessons; participates in physical and rescue skills training.

**Lifeguard Duties:** Works "in rotation" when scheduled or assigned; ensures that patrons in the pool and the area are supervised in a manner that is effective at reducing the risk of accidents; monitors patron swimmers, performs rescue and lifesaving maneuvers; administers CPR and resuscitation according to training protocols.

Provides the pool user with the highest level of customer service; observes patron activities; enforces all pool rules consistently, tactfully and promptly; disciplines or ejects patrons for rule infractions; ensures compliance of policies and procedures by lifeguards.

Performs general maintenance tasks, including bathhouse cleaning as assigned; keeps the pool area clear of obstructions and minimize/eliminate hazardous situations in pool areas.

Sets up and takes down any equipment in the swimming pool or surrounding facilities as needed; ensures pool compliance with filtration procedures; administers all tests when needed, including backwashes and water adjustments.

**Safety/Emergency Situations:** Completes accident/incident reports immediately after an occurrence and submits reports to the Lead Lifeguard for review; responds to emergency situations as set out in the Pool Manual, takes proper safety precautions, anticipates unsafe circumstances, and acts accordingly to prevent accidents; responsible for the safety of self, others, materials, and equipment; uses all required safety equipment and follows all safety regulations, policies and procedures; implements the operational and emergency action plan as necessary.

**Water Quality & Filtration:** Ensures pool compliance with filtration procedures; administers all tests when needed, including backwashes and water temperature adjustments.

Performs related duties as required.

**MINIMUM QUALIFICATIONS**

1. Education and Experience:

- A. Graduation from high school; must be 18 years of age.  
AND
- B. One (1) year of experience in the lifeguarding and the day-to-day operations of aquatics and recreation facilities;  
OR
- C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

**Working knowledge** of the rules and regulations of a variety of aquatics and recreational activities; water safety practices, rules and guidelines; various bio-hazards associated with water and bath house operations; general principles of supervision.

**Ability to demonstrate advanced swimming skills;** establish and maintain effective working relationships with employees, the public, and ability to communicate effectively, verbally and in writing; demonstrate good judgment and decision making.

3. Special Qualifications:

Must pass pre-course swimming skills test prior to attending Lifeguard certification course. Ability to pass performance proficiency tests based on American Red Cross Lifeguard, CPR for the Professional Rescuer and AED certification requirements. May require WSI certification during employment. Position requires submission to random drug & alcohol testing. This position requires evening, week-end, and holiday shifts.

4. Work Environment:

Employees in the position are exposed daily to seasonal weather extremes. Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, pulling, pushing and lifting. Talking, hearing and seeing essential to performance of daily tasks. Common eye, hand, finger dexterity needed in performance of essential duties. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date \_\_\_\_\_

(Employee)