



## **SUMMARY**

Under general supervision, plans, leads, assigns, schedules, and participates in the work of staff responsible for performing aquatics duties at the District's aquatics facilities. Assists with the day-to-day aquatics operations, ensures that facilities are prepared and maintained for public use. Monitors activities in the water, pool, decks, and ancillary areas of District aquatics facilities to ensure the safety of patrons; explains and enforces aquatics policies, regulations, and rules; performs rescues and administers first aid, CPR, and AED as needed; and performs related work as required.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives supervision from supervisory staff and direction from higher-level staff. Exercises direction over lower-level staff.

## **DISTINGUISHING CHARACTERISTICS**

This is the advanced journey-level classification in the Lifeguard classification series responsible for providing lead direction and training to lower-level staff and for ensuring that the District's aquatics facilities are maintained in a safe and effective working condition. Incumbents are responsible for establishing objectives, timelines, and methods to deliver services. Work is reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This classification is distinguished from the Lifeguard II by the assignment of more complex tasks requiring a greater level of technical and specialized knowledge and a higher degree of independent judgment, including serving in a lead capacity over lower level staff.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

1. Plans, leads, assigns, directs, and participates in the work of staff responsible for performing lifeguard duties at the District's aquatics facilities; assigns lifeguard staff to daily rotation schedules, ensuring proper coverage at all times.
2. Receives and responds to questions, concerns, and complaints from patrons; determines issues and resolves or refers to Aquatics Coordinator or Aquatics Supervisor as appropriate.
3. Assists Aquatics Coordinator in leading training sessions, including safety drills and other emergency procedures; ensures that lifeguard staff attend required trainings and maintains records on same.
4. Provides aquatic safety and supervision for patrons; monitors activities in the water, pool decks, and ancillary areas of District aquatics facilities to prevent accidents and to ensure the safety and well-being of patrons.
5. Implements and monitors District policies and procedures; enforces aquatics regulations; cautions patrons regarding unsafe activities.
6. Performs the work of lower-level staff, including, but not limited to, all required lifeguard-training skills and class instruction as needed.
7. Monitors facility use; ensures that the facility is opened, closed, and secured in compliance with District practices and procedures and that the pool and restrooms are maintained in a safe, neat, and clean condition.
8. Inspects and maintains swimming and pool equipment for functionality; ensures proper placement and availability in the pool area; recommends maintenance and repair as needed.
9. Maintains records of participation and completes required reports.
10. Assists with District special events as needed.
11. Performs other duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

- High School Diploma or GED;

**AND**

- Two years of relevant aquatics experience serving in an aquatics facility.

**OR**



- Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities.

### **Knowledge of:**

- Principles of leadership in an aquatics environment.
- Principles and techniques of all lifeguarding skills.
- Organization and operation of the aquatics facilities, including maintenance, occupational hazards, and standard safety practices.
- Relevant laws, rules, regulations, policies, and procedures.
- Operational characteristics of water rescue safety equipment and devices.
- Principles and practices for providing high level of customer service.
- Principles and practices of recordkeeping.
- Modern office practices, methods, and computer equipment and applications related to the work.

### **Ability to:**

- Assign aquatics staff to daily rotation schedule, ensuring proper coverage to ensure the safety of patrons and staff.
- Effectively provide staff leadership and work direction.
- Assist with training.
- Monitor and enforce relevant law, rules, regulations, policies, and procedures.
- Administer first aid, CPR, and AED as needed.
- Maintain order and safety in a crowded and noisy environment.
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Perform work in an efficient, effective, safe, and timely manner.
- Demonstrate strong customer service skills and establish, maintain, and foster positive and effective working relationships.
- Independently organize work, set priorities, meet deadlines, and follow up on assignments.
- Use English effectively to communicate in person, over the telephone, and in writing.

### **Licenses and Certifications:**

- At time of appointment, and maintained throughout employment possession of:
  - California Driver's License, with a satisfactory driving record,
  - American Red Cross Lifeguard certification,
  - American Red Cross Water Safety Instructor certification,
  - American Red Cross Lifeguard Instructor certification is highly desirable.

### **PHYSICAL DEMANDS**

Work is primarily performed within a public swimming pool environment, where stamina is needed to perform moderate to heavy lifting of pool equipment and furniture or children and adults who may require removal from the pool, and to stay in the pool for prolonged periods. Must possess the mobility to stand, stoop, kneel, reach, bend, climb, push and pull materials and equipment, and swim while wearing an appropriate uniform with protective equipment. Vision and hearing must be sufficient to see and hear adults and children in crowded and noisy conditions and/or situations. Must also possess: the mobility to work in an office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or by using a telephone and radio. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or to operate safety equipment. Must possess the ability to swim distances and dive to pool depths, as determined by testing/certification authorities, and to lift 150 pounds or heavier weights with assistance and/or the use of proper equipment.

### **ENVIRONMENTAL ELEMENTS**

Incumbents work outdoors in a pool environment with wet and slippery conditions, and are exposed to variable weather conditions; may be exposed to chlorine, acids, and other chemicals at aquatics facilities, as well as blood and body fluids



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## AQUATICS LEAD

while rendering first aid and CPR. Incumbents will interact with individuals in interpreting and enforcing rules, policies, and procedures.

### **WORKING CONDITIONS**

Incumbents may be assigned an irregular work schedule, including weekends, early mornings, evenings, and holidays.

### **PRE-EMPLOYMENT CONDITIONS**

- Department of Justice fingerprint clearance.
- TB Test

### **CLASSIFICATION DETAILS/HISTORY**

Job Code: PT563

FLSA Status: Non-Exempt

Supersedes: Assistant Pool Manager dated 3/14/07