



JOB DESCRIPTION: HEAD LIFEGUARD

The Head Lifeguard is responsible for the overall safety and health of guests in the aquatic area. The duties listed below are representative of this position, but do not necessarily include all the responsibilities and duties that an individual in this position may be called upon to perform.

Supervised by: Aquatics Specialist

Supervises: N/A

FLSA status: Non-Exempt

Main Job Duties:

- Responsible for keeping the pools in a safe condition by checking safety equipment and proper chemical balance. Also assists Supervisor with pump room maintenance.
- Performs opening, closing and cleaning duties.
- Keeps Supervisor informed of staff, patron and chemical issues.
- Guards and supervises the lap and/or leisure pools.
- Cautions swimmers regarding unsafe areas. Rescues swimmers in danger of drowning and administers CPR and first aid.
- Performs lifesaving techniques as necessary including, but not limited to, rescue of drowning and near drowning victims, removal of victims from the water, and application of backboard procedures. Gives first aid help and completes necessary reports.
- Responsible for education of patrons with regards to pool policies and regulations.
- Maintains order in the swimming areas.
- Oversees chemical readings and documents on daily sheets.
- Ensures records and reports are completed as necessary.
- Keeps all certifications current.
- Attends staff meetings and training as appropriate.

- Inspects facilities for cleanliness. Perform pool cleaning and maintenance duties.
- Conducts routine safety checks of equipment.
- Responsible for the care and storage of equipment.

Additional Job Duties:

- Performs other appropriate office and pool related functions as assigned by the Aquatics Specialist or Director – Parks and Recreation.

Qualifications:

- High school diploma or equivalent preferred.
- Must possess excellent customer service skills.
- Ability to:
 - (a) Make mature judgments when overseeing emergencies and dealing with patron and staff issues.
 - (b) Establish and maintain courteous and effective working relationships with employees, the public and other agencies.
 - (c) Work efficiently and effectively as a team member within the department.
 - (b) Accurately and effectively transmit and receive information that is necessary to the accomplishment of goals and objectives, including effective written and oral communications in English; and the ability to listen.
 - (c) Exercise independent judgment.
- Must pass background check.

Certifications:

- Must have current, valid Lifeguard Training, First Aid, and CPR for the Professional Rescuer or equivalent training. Water Safety Instructor (WSI) Certification is desirable.
- Certified Pool Operator (CPO) or Aquatic Facility Operator preferred.
- Must possess FEMA ICS 100 and 700 certifications within 6 months of employment.

Physical Demands:

- While performing the duties of this job, the employee is frequently required to swim, walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, 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 50 pounds.
- Specific vision abilities include close vision, distance vision, peripheral vision and the ability to adjust focus.
- The employee must be physically able to perform all rescue skills, including backboard rescue and deep water lift.

Working Conditions:

- Occasionally exposed to toxic or caustic chemicals.
- The noise level in the work environment varies from quiet to moderately loud.

Experience:

- A minimum of two years of lifeguarding experience with increasing responsibility.
- Pool chemical and pool maintenance experience highly desirable.
- Previous lifeguarding supervisory experience preferred.

I, _____ have read the above job description for the **Gilpin County Head Lifeguard**. To the best of my knowledge I am able to perform all duties of the job as described.

Employee

Date

Supervisor

Date