



## TOWN OF SURFSIDE HEAD LIFEGUARD

DEPARTMENT: PARKS AND RECREATION

NON-EXEMPT

### GENERAL DESCRIPTION:

Under the general direction of the Aquatic Supervisor responsible supervisory and administrative work. The work includes supervision of all full time, part time and seasonal lifeguards as well as safety of all pools and beach areas.

### ESSENTIAL JOB FUNCTIONS:

1. Assists the Aquatic Supervisor in recruitment, training, and scheduling of staff.
2. Performs daily, weekly, monthly checks of pools, pool chemicals, pump room and lifeguard beach tower to ensure proper maintenance and safety practices are being maintained.
3. Assist Aquatic Supervisor in the day to day administrative duties and day to day operations of pools, beach and staff.
4. Performs performance evaluations.
5. In the absence of the Aquatic Supervisor, acts as his / her designee.
6. Performs routine aquatic training for all aquatics staff.
7. Assists Aquatic Supervisor in conducting swimming and running tests for lifeguard staff periodically.
8. Watches swimmers, bathers, weather, and water conditions vigilantly.
8. Performs rescue, artificial respiration, first aid, and emergency work as necessary.
9. Warns against dangerous practices and keeps weak swimmers and non-swimmers out of deep water.
10. Enforces rules and regulations regarding swim areas in a tactful and effective manner.
11. Makes first aid and maintenance reports and maintains equipment.
12. Trains physically to maintain physical abilities to perform duties and pass physical requirements.
13. Notifies proper authorities if public refuses to obey safety rulings.
14. Works with the public.
15. Performs pool maintenance.
16. Performs other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Knowledge of water rescue methods and first aid techniques.
- Knowledge of/usage of computer software.
- Knowledge of rules and regulations concerning public safety.
- Ability to handle frightened or injured persons in the water.
- Ability to react quickly and calmly in emergency situations.
- Ability to enforce rules and regulations firmly but tactfully.
- Ability to remain alert over long periods of time.
- Ability to maintain effective working relationships with supervisors, employees, and the general public.
- Skill in lifesaving techniques and administering first aid.

**EDUCATION AND EXPERIENCE:**

The required skills would normally be acquired through attainment of specialized training. At least one year of lifeguard experience is preferred.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**LICENSES, CERTIFICATIONS AND REGULATIONS:**

Valid Red Cross advanced lifeguard lifesaving certificate, valid First Aid and CPR/AED, LGI, BLS , Aquatics Facility Operator (AFO), Water Safety Instructor and Lifeguard Management required. EMT certificate preferred.

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable eyesight (with or without correction).
  - Vision 20/40 uncorrected
  - Acceptable hearing (without hearing aid).
  - Ability to communicate both orally and in writing.
  - Moderate (15 to 44 pounds) lifting and carrying.
  - Swimming.
  - Walking.
  - Bending.
  - Running.
  - Paddling.
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**ENVIRONMENTAL CONDITIONS:**

- Works inside.
- Works out doors in various weather conditions.
- Ultra-violet radiation.
- Pool chemicals.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

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Revision History: NEW: 4/10/2012; 6/2/2023

**This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.**

Approved:

Parks and Recreation Director's Signature: Tim Milson

Town Manager's Signature:  #6