



**City of Klamath Falls**

**Position Description**

Position: Lead Lifeguard	Group: Non-represented/Part-time or Temporary-Seasonal
Department/Division: Public Works/Parks - Pool	FLSA: Non-Exempt
Evaluated by: Pool Manager	Starting Hourly Rate of Pay: \$1.00 above Oregon's Minimum Wage

**Summary**

Under the immediate supervision of the Pool Manager and/or the Pool Supervisor, the Lead Lifeguard is responsible for patron safety by proactively enforcing the policies, rules, and regulations governing the conduct of guests using the pool to ensure a safe and pleasant environment. This position also instructs swim lessons in accordance with regulations including safety, education, and evaluation of participants. The Lead Lifeguard position demonstrates an ability to work independently and lead entry-level pool personnel in a team environment to effectively perform various responsibilities in relation to the smooth operation of the City Pool while on duty. Position is subject to varied schedules including early mornings, nights, weekends, and holidays. The Lead Lifeguard a non-supervisory position.

**Distinguishing Career Features**

Lead Lifeguard is an intermediate level position. This class is distinguished from the next higher classification of Pool Supervisor. Advancement to Pool Supervisor requires compliance with the education, certifications, experience and qualifications of the position and a demonstrated ability to integrate operations, supervision, and administration.

**Essential Duties and Responsibilities**

- Maintains certifications required for the position.
- Create a safe, professional, and positive environment through enforcement of policies, rules, and regulations governing the conduct of staff and patrons using the pool.
- Implements and monitors district policies and procedures; enforces aquatics regulations; cautions patrons regarding unsafe activities.
- Assist patrons, respond to emergencies, and provide emergency care.
- Help patrons with First Aid incidents and makes reports for management with care provided.
- Implements daily operations and programming as scheduled.
- Maintain/monitor the facility, including pool deck, grounds, locker rooms, and parking lot.

- Knowledgeable of facility schedule, programs, and special events and able to convey information to patrons.
- Performs all required lifeguard-training skills as needed.
- Participates in required monthly training sessions, including safety drills and other emergency procedures.
- Ensures daily equipment is in good condition, available to patron use as needed.
- Daily cleaning of the grounds, locker rooms, and deck area.
- Perform opening and closing procedures.
- Demonstrate professionalism at all times – especially in punctuality, responsibility, respectful communication, and customer service.
- Instruct swim lessons – responsible for the safety, education, and evaluation of participants.
- Knowledge and understanding of Ella Redkey Pool swim lessons levels/curriculum and water safety and know how to use course materials effectively.
- Adhere to pass/fail standards for promoting students to the next level or the need to retake the class.
- Provide instruction for varying ages.
- Begin and end class on time, remain after class to answer participant and/or parent questions as needed, and clean up supplies.
- Educate participants on proper technique and promote swimmer safety.
- Submit completed report cards, certificates, and attendance information on time.
- Provide for the health and safety of participants, including ensuring that all teaching and practice areas are free of hazards and that materials and equipment are safe.
- Perform lifeguard duties, water instruction, coaching, fitness and aquatic exercise instruction and cashiering operations as needed.
- Assist in the planning and facilitation of special events and programs.
- Maintain water quality by performing chemical and temperature checks as required by standards and regulations and report issues to supervisor on duty.
- Prepare required paperwork to include incident/accident reports and regular written communication.
- Assist with conflict resolution and problem-solving for issues arising with patrons or staff.
- May oversee and regulate the opening or closing of the pool and/or the deck.

- Provides meal breaks for Cashiers and Lifeguards and provides coverage while other staff are on break.
- Responsible for chemical checks and water tests for the aquatic's facility, including recording and documenting chemical levels in the pools.
- Provides high quality customer service in a safe and timely manner.
- Inspects and maintains swimming and pool equipment for functionality, ensures proper placement and availability in the pool area, and recommends maintenance and repair as needed.
- Communicates with management regarding facility, equipment, and supply needs.
- Monitor participant behavior to ensure an environment where everyone feels welcomed, included, safe and respected while participating.
- Performs other duties as assigned that support the overall objective of the position.

### **Qualification**

#### **▪ Knowledge and Skills**

Lifeguarding, CPR, AED, and First Aid; pool safety rules and regulations, including lifeguarding and equipment used for patron safety and rescue; facility emergency action plan and procedures; water quality testing and standards; swim lesson instruction, competitive swim strokes; handling money/cash, register/office equipment/phone system; basic math, spelling, and English grammar  
 Demonstrating authority within policy; swim instruction methodology; dealing with large groups of people in stressful situations; remaining professional, respectful, and helpful at all times.

#### **▪ Abilities**

Communicate effectively both orally and in writing. Be proficient in Lifeguard skills; Work independently and with a team. Identify and prevent workplace hazards; operate recreation software; perform basic administrative skills; demonstrate professionalism at all times; multi-task; manage conflict.

#### **▪ Physical Abilities**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Incumbent must be able to work in the outdoors and in an office environment. While performing the duties of this job, the employee must be able to sit, stand, walk; swim and perform related duties in the water; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee frequently is required to climb or balance. Requires sufficient hand-eye coordination to use a keyboard and basic metering tools. Requires auditory ability to carry on conversations over the phone and in person. Requires visual acuity to include close and distance vision and the ability to adjust focus. Requires ability to visually access multiple situations in rapid succession while surveying a crowded swimming pool and make the appropriate decisions for response. The employee must regularly lift and/or move up to 50 pounds on land and 250 pounds in the water.

▪ **Education and Experience**

**Required:**

- Applicants under 18 years of age must be enrolled in an accredited high school curriculum.
- Applicants over 18 years of age are required to provide a high school diploma or general education degree (GED).
- At least two years' experience as a Lifeguard

**Preferred:**

BS/BA in Recreation or Physical Education and two years of experience with demonstrated skill in organizing and implementing leisure activities.

Equivalent work experience may be substituted for education.

Two years relevant experience includes:

- 1) Experience in developing aquatic and recreational programs
- 2) Customer service training and experience
- 3) Experience providing swim lessons, water aerobics, and/or masters' coaching

▪ **License and Certifications**

**Required:** Lifeguarding Deep Water with CPR/AED & First Aid Certification through the American Red Cross

**Required within 45 day of hire date:**

- Water Safety Instructor (WSI) certification through the American Red Cross
- Lifeguard Management certification through the American Red Cross

▪ **Working Conditions**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee mainly works at an outdoor swimming pool exposed to weather conditions, variable temperatures, exposed to fumes or airborne particles and toxic or caustic chemicals. The employee is exposed to wet and/or humid conditions, extreme heat, risk of electrical shock, and vibration. The noise level in the work environment ranges from quiet to loud. An employee in this position must withstand exposure to variable weather conditions.

▪ **Pre-Employment**

Job offers for this position are contingent upon the individual passing a preemployment drug screen, verification of all required certificates, and background checks for Lead Lifeguards 18 years of age and older.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.