

Job Description

LIFEGUARD/WATER SAFETY INSTRUCTOR

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

Management's vision is "to be open, responsive and accountable while serving the public with integrity."

Job Description

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned, and expected commensurate with the administrative needs of a newly incorporated city.

General Purpose

The primary function of this position is to support daily program operations, set up site and equipment, assist in scheduling and conducting activities, teach and coach various swim classes, perform customer service, and compile simple reports. Incumbents are part-time employees.

Essential Duties:

Essential Duties are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

- Enforce the pool rules;
- Plans, develops, organizes, and instructs aquatics programs and activities;
- Public relations with the pool's participants;
- Communicate problems and concerns with the Aquatics Coordinator;
- To keep physically fit and mentally alert and prepared to meet an emergency;
- To be familiar with, study, enforce, and use all the latest methods of safety procedures;
- Follow scheduled work hours;
- Stationed in a position where able to view the maximum activities;
- Maintain proper guarding techniques to ensure safety of users;
- Security of facility;
- Give guidance and assistance to Jr. Lifeguards;
- To participate in all in-service training programs;

- Determine/provide necessary Basic Lifesaving Support in an emergency situation;
- Maintains regular attendance and punctuality;
- Clean swimming pool area and other related areas;
- Performs all work duties and activities in accordance with City policies and procedures;
- All other duties as assigned

Minimum Qualifications

This position requires the possession of a Red Cross or Starfish Lifeguard training certificate, Water Safety Instructor Certificate and First Aid/CPR for the professional rescuer certifications. Six (6) months to a year lifeguarding or instructing aquatic programs. Must possess a valid Arizona driver's license. Must be sixteen (16) years of age.

The primary duties of this class are performed in an outdoor pool environment that may include working in adverse weather conditions.

Any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job, may be substituted for evaluation at the discretion of city management.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Basic operation of a pool.
- Basic record keeping methods and procedures.
- Safety concerns associated with the care of the participants.

Skills required:

- Swim lesson and coaching techniques.

Ability to:

- Communicate clearly and concisely, both orally and in writing.
- Maintain a safe work environment.
- Perform duties while being tactful and courteous with children and adults participating in recreation activities.
- Communicate and use interpersonal skills to interact with coworkers, supervisors, the general public, etc. to sufficient exchange or convey information and to receive work direction.
- Teach individuals of a variety of age groups swim programs and classes.

Performance Aptitudes

Physical Ability:

Sufficient clarity of hearing, with or without reasonable accommodation, which permits the employee to discern and dispense verbal instructions and interact with the general public;

Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written material and instructions and discern, supervise, and react to physical activities;

Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate sports and office equipment;

Sufficient body flexibility, agility, and stamina to lifeguard, teach and maintain pool facilities.

Project Management: Tasks require the ability to schedule, coordinate, and manage various projects of varying degrees of difficulty, size and complexity.

Equipment, Machinery, Tools, and Materials: Tasks require the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials, commensurate with duties of the position.

Social and Interpersonal Communication Skills: Position requires professional social and interpersonal communication skills, including the ability to function in a major organizational unit requiring significant internal and external interaction.

Reasoning: Position requires functional reasoning skills enabling the analysis of major problems that necessitate complex planning for interrelated activities that can span one or several work units. Position requires situational reasoning skills allowing for the ability to exercise judgment, decisiveness and innovation in situations involving broader aspects of the organization.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.