

## **HEAD LIFEGUARD**

### CLASS DESCRIPTION

#### General Responsibilities:

This is responsible lead lifeguard work at the municipal pool, bathing beaches and/or related facilities overseeing the operations of the City of Madison Aquatics Program. The incumbent will oversee the daily duties of Lifeguards and Swim Instructors in order to meet the objectives of the program. The Head Lifeguard is responsible for ensuring that all employees maintain adherence to strict water safety protocols. Under the supervision of the Aquatics Supervisor, the Head Lifeguard is responsible for the operation of the assigned facility during their assigned shift, requiring that the incumbent has a thorough comprehension of associated procedures and their implementation. The Head Lifeguard must exercise considerable judgment while managing conflict and implementing any necessary emergency procedures.

#### Examples of Duties and Responsibilities:

Direct the operations of the assigned facility. Oversee the activity of lifeguards. Prepare and maintain daily lifeguard rotation schedule. Organize and oversee job assignments.

Participate and assist aquatic supervisor with in-service and other related training.

Prepare routine beach or pool operational reports. Prepare daily operational and concession reports, and keep records. Maintain concession inventory and cash controls.

Enforce related regulations and policies, and assist other staff as required. Maintain/oversee patrols of assigned areas and facilities. Provide information and policy clarification to the public. Maintain constant watch for accidents in the water, on rafts, or on other beach or pool facilities. Warn patrons against dangerous practices such as diving in shallow water or engaging in hazardous activity.

Rescue patrons in distress. Administer rescue breathing and CPR/AED to patrons when necessary. Administer first aid to injured patrons. Operate standard lifesaving equipment. Coordinate emergency situations, including spinal cord injury management and rescues using special equipment.

Maintain the beach/pool and related facilities in a clean and orderly condition. Clean and stock facilities and grounds. Perform weed removal and communicate lake conditions to supervisors. Inspect the area for broken glass, debris, and algae. Check the position and condition of area lines, buoy markers, and lifesaving equipment. Secure beach facilities in accordance with policies and procedures.

Test pool water chemistry and update supervisor as necessary. Oversee daily pool cleaning.

Perform related work as required.

**QUALIFICATIONS**

**Training and Experience:**

One season of experience as a City of Madison Lifeguard. Current American Red Cross Lifeguard Certification and Lifeguard Instructor Certification.

**Knowledge, Skills and Abilities:**

Thorough knowledge of the principles and methods for water rescue work, first aid methods, cardiopulmonary resuscitation (CPR) and Automated External Defibrillator techniques. Working knowledge of aquatics facility safety principles, pool operation and facility maintenance principles. Working knowledge of leadership techniques. Ability to assign, oversee, and objectively review the work of others. Ability to react quickly and calmly in emergencies. Ability to establish and maintain effective relationships with patrons and to enforce related rules and regulations tactfully and effectively. Ability to communicate effectively. Ability to work effectively with multicultural communities. Ability to receive direction and follow written and oral directions. Ability through hearing and speech to communicate in person to other lifeguards and the public. Ability to visually assess and analyze safety situations on land and in the water and determine appropriate course of action. Ability to work independently. Ability to accomplish water rescues and operate life-saving equipment. Demonstrate strong swimming skills. Ability to perform manual tasks as assigned. Ability to maintain adequate attendance in a job which requires irregular hours and at various intervals, including early mornings, weekends, holidays, and evening hours.

**Necessary Special Qualifications:**

Possession of a valid driver's license.

Certification in the following areas: 1) American Red Cross Lifeguard Training (including First Aid) or equivalent, and 2) American Red Cross CPR/AED for the Professional Rescuer Certification or equivalent.

American Red Cross Lifeguarding Instructor.

<b>Department/Division</b>	<b>Comp. Group</b>	<b>Range</b>
Public Works/Parks	16	Hourly

Approved: \_\_\_\_\_  
Harper Donahue IV Date  
Human Resources Director