TOWN OF MILFORD - JOB DESCRIPTION

JOB TITLE: Head Lifeguard/WIS – PT/Seasonal **Grade Level:** 5

CLASSIFICATION: Non-Exempt

Job Description:	Under the supervision of the Pool Manager, the Head Lifeguard shall perform tasks of lifesaving, first aid, swimming instruction, general water safety, and cleaning duties at all Town swimming facilities. Implements all water safety policies and procedures and supervises patrons and aquatic staff in and around the swimming pool(s).
Accountability:	Reports to the Pool Manager.
Equipment Used:	All pool-related rescue and pool operating equipment.
Environment:	**Inside:** 5 % **Outside:** 95 **%**

Duties and Responsibilities:

Note: Except as specifically noted, the following functions are considered essential to this position. The listed duties, however, are not meant to be a complete listing of the duties which may be undertaken by this position.

1. Supervises aquatics staff ensuring that all posts and rotations are covered.
2. Supervises and observes swimmers at all times to ensure their safety.
3. Maintains pool safety and rescues swimmers in danger using life-saving skills and resuscitation when necessary. Calls for assistance or emergency transport as appropriate.
4. Administers to injuries of swimmers following proper first aid procedures.
5. Organizes and monitors pool activities. Provides swimming and lifesaving lessons.
6. Enforces rules and regulations and good water safety practices in and around pool area(s).
7. Vacuums pool(s), empties skimmers, skims bugs and other debris from surface, and cleans scum line weekly. Assists with checking water and chemical levels and maintaining logs.
8. Maintains amenities in and cleanliness of bathrooms, changing areas and showers.
9. Checks first aid supplies and reports needed items to Pool Manager.
10. Places rescue equipment in the proper location(s) on pool deck(s). Ensures that equipment is maintained in a safe and acceptable condition at all times.
11. Cleans up pool deck, as necessary, keeping it free of trash, weeds, debris, etc.
12. Maintains all necessary records, reports, log books, etc. as they pertain to pool activities.
13. In the absence of the Pool Manager, performs water quality testing and logs results to ensure adherence to health and safety standards. Contacts the Recreation Director in case of any incident occurrences.
14. In the absence of Pool Manager, assumes responsibilities of staff and facility management and performs other duties as assigned by the Pool Manager.
15. Attends pre-season orientation and in-service trainings as directed by the Pool Manager.
16. Performs other related duties as required.

Physical Activity Requirements:

Frequently, Occasionally, Seldom, Rarely or Not Required

PRIMARY PHYSICAL REQUIREMENTS

LIFT up to 10 lbs.:	Frequently
LIFT 11 to 25 lbs.:	Frequently
LIFT 26 to 50 lbs.:	Occasionally
LIFT over 50 lbs.:	Occasionally
CARRY up to 10 lbs.:	Frequently
CARRY 11 to 25 lbs.:	Frequently
CARRY 26 to 50 lbs.:	Occasionally
CARRY over 50 lbs.:	Occasionally
REACH above shoulder height:	Frequently
REACH at shoulder height:	Frequently
REACH below shoulder height:	Frequently
PUSH/PULL:	Frequently

OTHER PHYSICAL CONSIDERATIONS

Twisting	Frequently
Bending:	Frequently
Crawling:	Rarely
Squatting:	Frequently
Kneeling:	Frequently
Crouching:	Frequently
Climbing:	Frequently
Balancing:	Frequently

WORK SURFACE(S)

Wet and slippery surfaces around the pool and locker room.

HAND MANIPULATION

Grasping:	Frequently
Handling:	Frequently
Torquing:	Occasionally
Fingering:	Frequently
Controls and Equipment:	Frequently
Controls & Equipment	

DURING AN 8-HOUR DAY, EMPLOYEE IS REQUIRED TO:

	Consecutive Hours 1 2 3 4 5 6 7 8	**Total Hours** 1 2 3 4 5 6 7 8
Sit	**1-2**	**3-4**
Stand	**1-2**	**2-3**
Walk	**2-3**	**3-4**

Cognitive and Sensory Requirements:

Talking:	Necessary for communicating with others, instructing staff & patrons, Must be able to read, write and speak fluent English.
Hearing:	Necessary for receiving and/or giving information and instructions to staff and patrons
Sight:	Necessary to perform job effectively to observe/ guard staff and patrons.
Tasting & Smelling:	Necessary for identification of chemical levels.

Specific Vocational Preparation Requirement(s):

	Short demonstration only		Any “beyond short” demonstration up to and including 30 days.		30-90 days
	91-180 days		181 days to 1 year	**X**	1 to 2 years
	2 to 4 years		4 to 10 years		Over 10 years

Required:

- Lifeguarding, must be 15 years of age or older
- Must be able to work with all ages of the general public.
- Thorough knowledge of lifesaving techniques and safety standards required.
- Physical condition commensurate with the demands of the position. Must be in excellent physical condition to perform lifesaving responsibilities, alertness and commonsense to deal with situations as encountered.
- Successful completion of a criminal records check.

Experience	• Must be able to work with all ages of the general public.
Supervisory experience:	n/a
Licensure/Certification Requirements:	First Aid, CPR and AED certification required. Lifeguarding certification. WSI preferred.
Other Training, and/or related Skills	n/a

Summary of Occupational Exposures:

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Other Considerations and Requirements:

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- Must be dependable.
- Previous experience as a lifeguard is desired.
- Ability to work evenings and weekends if necessary and to commit to a 10-week season.
- The physical demands of the duties described are representative of those that must be met by an employee to successfully perform the essential functions of this position.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.
- This position requires the projection of a positive attitude and image about the Town of Milford, a pleasant demeanor, and a commitment to service to the public and staff.

I acknowledge receipt of this job description and understand the functions of the position as specified above. I understand the duties and responsibilities of the job description are not all inclusive, but representative of the position.

Signature **Date**

This job description was reviewed and approved by Dept Manager and HR on	2/4/16