

## CITY OF COVINA

### LIFEGUARD/INSTRUCTOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under general supervision, supervises pool patrons and instructs swimming classes as offered by the Recreation Services Division of the Parks and Recreation Department; accepts responsibility for lesson plan of assigned classes in coordination with the Recreation Services Supervisor and the Assistant Pool Manager; completes appropriate evaluation, registration and incident forms; enforces regulations; ensures safe use of the public swimming facilities; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Lifeguard/Instructor** is the journey class responsible for conducting swim lessons and monitoring swimmers in and around the pool. The incumbent instructs a variety of swim programs and activities at the City pool, and ensures the safe use of the public facility. This class is distinguished from the next higher classification of Assistant Pool Manager in that the latter coordinates the day-to-day operations of the swimming pool and has supervisory responsibilities.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from the Recreation Services Supervisor. This class may direct the work of subordinate Recreation Services Division personnel.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Conducts a variety of swim lessons depending on the programs and activities offered by the City's Recreation Services Division; acts as a swim coach as assigned; may attend training courses on coaching.
- Supervises the activities of swimmers in and around the pool; ensures that policies, rules and regulations are observed and that no safety hazards are created; maintains pool safety.
- Provides instructional material to program participants.
- Participates in the cleaning and maintenance of the pool and its facilities and equipment; maintains the pool area, deck, locker room etc. for cleanliness and safety.
- Administers first aid in the event of injuries.
- Assists in opening and closing the pool facility.
- Rescues persons in distress or danger of drowning.

- Warns swimmers of improper activities or dangers.
- Completes incident reports in the case of an accident.
- Responds to the public; answers inquiries and gives information pertaining to the pool, the facility, and the swimming programs that are offered.
- Acts as an instructor as assigned and opens and closes the facility in the absence of an Assistant Pool Manager or the Recreation Services Supervisor.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, stooping, squatting, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when reading correspondence, statistical data and using a computer. The need to lift, drag and push files, paper and equipment weighing 25 pounds or more is also required. The incumbent may be exposed to cleaning chemicals, or pool chemicals. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold and is required to swim.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Lifeguard/Instructor**. A typical way of obtaining the required qualifications is to be at least fifteen years of age, and have completed sophomore year of high school. Previous Lifeguard/Instructor experience is desirable.

**License/Certificate:**

Possession of, or ability to obtain, a valid class C California driver's license. Possession of, City Lifeguard/Instructor Camp and an American Red Cross Lifeguard Training certificate, CPR certification, American Red Cross First Aid or Community First Aid & Safety certification, and State of California, EMS 7-1/2 hours of safety training is required.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Modern principles and practices of aquatics programs; facilities, operations and techniques used in an aquatics programs; lifeguard training and basic pool safety; current techniques in swim lesson instruction; basic principles of mathematics; applicable federal, state and local laws, codes and regulations related to aquatics programs, including safety practices and SB 198 laws; rules, regulations and policies affecting and related aquatics programs; methods and techniques of scheduling work assignments and facility usage; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Ability to:**

Monitor the activities of the City pool and aquatics programs; work flexible hours, including evenings and weekends; analyze assigned programs and develop and recommend appropriate responses; implement, explain and apply applicable laws, codes and regulations related to aquatics programs; plan and lead the work of volunteers and part-time staff; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; enforce safety rules relating to assigned recreational events; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate standard recreation tools and equipment.