CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 974.3

Job Title: **HEAD LIFEGUARD**

Pay Grade: 9

GENERAL SUMMARY:

Monitors the swimming activities and deck safety of the general public.

RESPONSIBILITIES:

- Observes swimming activities and deck safety of the public to ensure adherence to safety precautions.
- Performs basic housekeeping activities such as checking restrooms, offices, porches and swimming areas.
- Maintains and operates basic pool maintenance and safety equipment such as vacuuming, brushing down sides, cleaning filters, setting up equipment (seats, ropes, umbrellas, rescue tubes, backboards, etc.) and testing pool chemicals.
- Participates in special classes required for lifeguard training and certification.
- Completes a variety of forms and logs including timesheets, chemical sheets, equipment transfers and schedules.

SPECIFICATIONS:

KNOWLEDGE:
Ability to read, write, add, subtract and follow oral and basic written instructions. May have a basic knowledge of grammar, spelling, and punctuation. May require a basic knowledge of a particular subject area.

Certification: Requires certification in lifeguard training with CPR/AED and First Aid courses from American Red Cross, American Lifeguard Association, Young Men's Christian Association (YMCA) or an organization that requires equivalent lifeguard training.

EXPERIENCE:
Requires three months of experience as a lifeguard or water safety instructor.

COMPLEXITY:
Work consists of routine and repetitive tasks, processes or operations requiring the selection and execution of simple actions.

IMPACT OF ACTIONS:
Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:
Involves general scheduling and review of work as a "working supervisor" or lead person.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is extremely infrequent with virtually no contact beyond the immediate work unit/area. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:
Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:
The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

WORK ENVIRONMENT:
There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

PHYSICAL SKILL:
Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:
All duties and responsibilities may not be included in the above job description.

JOB FAMILY:
Lifeguard
Head Lifeguard
Aquatic Center Supervisor
Regional Aquatic Manager

Effective Date: October 1990
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