



The City of Cleburne

JOB DESCRIPTION: POOL – HEAD GUARD

PAY GROUP: Hourly

OCCUPATIONAL CATEGORY: Skilled Craft

JOB TITLE: Head Guard

FLSA: Non- Exempt; Part-Time

OBJECTIVE:

This position is responsible for assisting on maintenance and operations at the City's Aquatic Facility (Splash Station) to ensure recreational availability and the safety of the public.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Assistant Aquatics Manager or designated Supervisor
2. Other: Has direct contact and dealings with the general public, vendors, elected officials, directors, managers, and other City employees

ESSENTIAL JOB FUNCTIONS:

- Monitor activities, enforce safety rules and regulations, and take appropriate lifesaving actions in emergency situations
- Answer questions and address problems as they arise in facility and on deck
- Ensure proper and effective staff response to any and all emergency situations
- Report needed repairs to Assistant Aquatics Manager or designated Supervisor
- May function as facility attendant and/or customer service attendant as needed.
- Clean and maintain facility
- Ability to work in extreme indoor and outdoor conditions
- Must arrive to work on time; must maintain a regular and reliable level of attendance
- Must be available pre-season for training
- Must be available for after hours events and swim lessons
- Must be available for regular staff meetings, training and in-service
- Assures Aquatic park maintenance is performed and reported to Assistant Aquatics Manager
- Assist in staff work schedules

When functioning as Head Guard, duties may include:

- Monitor the deck and lifeguards to assure proper and complete coverage of all rotations in case of emergency or in the event that a patron or lifeguard needs assistance
- Respond to the possible need for ejection of patrons from pool facilities. This may include limiting use of some equipment or complete removal from the pool
- Maintain records, including incident logs, oxygen, AED, in-service training, inventory logs chemical logs
- Assist with In-service training and drills with other staff
- Open and close facility. Will be accountable for keys, lock combination, alarm, and cash room locks/vault combination
- Direct guard performance and recommend solutions for better, safer practices
- Conduct and document all TDH required monitoring checks
- Monitor and report inventory levels
- May act as Manager on Duty

When functioning as a Water Safety Instructor, duties may include:

- Conduct classes according to program guidelines in a professional manner
- Educate students regarding pool rules and policies
- Provide positive motivational feedback to students
- Complete and submit attendance reports
- Attend all scheduled swim lessons
- Work with learn-to-swim coordinator to ensure students a superior learning environment
- Distribute program certificates

OTHER IMPORTANT JOB FUNCTIONS:

The above statements are not a complete list of all responsibilities, duties, and skills held or performed by employees of this position. Employee may perform other related duties as assigned. Must maintain a high level of confidentiality and deal properly with sensitive documents and information; diplomacy under stressful situations; must be able to establish and maintain effective working relationships with co-workers, employees in other departments, and outside agencies.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Requires knowledge of the principles and practices used in the administration of pool lifesaving and safety programs; ability to supervise and motivate employees; ability to establish and maintain effective working relationships with other departmental employees and with the general public.

Must obtain and maintain American Red Cross Lifeguard Certificate (training provided).

At least 18 years of age, successful completion of American Red Cross Lifeguard Training Course, successful completion of First Aid course and successful completion of CPR/AED course.

CONDITIONS OF EMPLOYMENT:

Must pass a pre-employment drug screen and/or physical exam. Employees are subject to random drug/alcohol testing throughout their employment.

Must have and maintain a satisfactory driving record (if applicable).

CERTIFICATES AND LICENSES REQUIRED:

Must have obtain and possess current American Red Cross Lifeguard Certificate (training provided by City);

Must obtain and possess current CPR/AED and First Aid certificates (training provided by City);

Must obtain and possess Aquatic Facility Operator or Certified Pool Operator (training provided by City).

To apply for employment with the City of Cleburne:

In person: 10 N. Robinson Street, Cleburne, TX; (Mon.-Fri.; 8a-5p)

Website: www.cleburne.net

Email resume/applications for open positions to: hr@cleburne.net

The Public Library: Access to the City's website and job openings is available through the Cleburne Public Library.

Phone information: 817-645-0945 or 817-645-0915