

**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE:	Lifeguard Manager	GRADE:	00
DEPARTMENT:	Parks and Recreation	JOB NO:	9165
DIVISION:	Aquatics	DATE:	2/07
REPORTS TO:	Supervisor, Aquatics	FLSA STATUS:	N
FULL-TIME: _____	PART-TIME: _____	TEMPORARY: <input checked="" type="checkbox"/>	COST CENTER: 540

REPLACES: Lifeguard Manager

DATE: 2/06

JOB SUMMARY STATEMENT:

Tests prospective guards, trains new guards and provides daily supervision to guards. Monitors and restocks first aid supplies.

DUTIES AND RESPONSIBILITIES:

1. Tests prospective lifeguards prior to pool season opening for adequate skill levels.
2. Coordinates, schedules and conducts training classes for all guard trainees. Conducts CPR, first aid and lifeguard training. Supervises trainees through the season.
3. Supervises lifeguards during swim season. Observes guards during duty hours, monitors and corrects actions.
4. Ensures first aid stations are equipped for emergency procedures. Stocks and reorders all supplies for first aid stations.
5. Coordinates, schedules and conducts retraining classes for lifeguards. Coordinates first aid training through Starfish Aquatics. Conducts CPR and first aid training classes. Tests guards for skills.
6. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
7. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

The above duties and responsibilities includes those tasks, physical and mental requirements, visual requirements, unique physical surroundings and mental/cognitive requirements listed in the Position Description Questionnaire and Task Analysis Worksheet.

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GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Completion and certification in Instructor Level First Aid, CPR and lifeguard training.

EXPERIENCE:

Minimum one year experience as a Senior Guard in Overland Park.

SKILLS:

1. Good oral communication skills.
2. First Aid skills.
3. CPR skills.
4. Supervisory skills.

MENTAL REQUIREMENTS:

1. Ability to analyze situation and use judgement in responding.
2. Ability to remain alert for long periods of time.
3. Ability to perform life saving techniques in an emergency situation.
4. Ability to train and guide others.

PHYSICAL REQUIREMENTS:

1. Ability to lift 50 pounds and transport 50+ feet frequently.
2. Ability to swim 200 yards.
3. Ability to retrieve 10 pounds weight from a minimum of 9 feet.
4. Ability to tread water for two minutes with hands out of water.
5. Ability to withstand temperature extremes.
6. High exposure to sun.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Direct Lifeguards

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.