

Bangor Borough

Seasonal Swimming Pool Head Lifeguard

GENERAL DESCRIPTION

The Head Lifeguard is responsible for the health, safety and welfare of the guests using Borough swimming pool. A Lifeguard's major responsibility is to observe swimmers and enforce regulations in the guarding of life and the prevention of accidents at the pool. Lifeguards perform other duties such as cleaning the pool and the pool area. They remove objects from the water, pick up lost articles, and dispose of trash from the pool area. In addition to the duties of Lifeguard, the Head Lifeguard works with the pool manager to schedule and supervise staff, provide training and ensure the pool opens/closes/runs efficiently on a daily basis.

SUPERVISION RECEIVED

Reports To: Pool Manager and Borough Manager

SUPERVISION EXERCISED

- In general, the Head Lifeguard supervises other lifeguards and staff members.

ESSENTIAL JOB FUNCTIONS

- Prepare all work schedules for employees in coordination with Pool Manager
- Report hours, days and time worked for employees under supervision
- Track pool attendance, balance cash drawer and bring money to Borough office
- Maintain staff rotations and breaks
- Maintain discipline at the pool facility and supervises all staff enforcing policies and procedures
- Enforce posted pool rules
- Address minor concerns/complaints and provide follow-up to Borough Manager
- Ensure that the facility is being properly maintained and cleaned by Public Works and pool staff
- Set a positive example for the rest of the staff to follow
- Inform the Borough Manager when supplies are needed or equipment needs repaired
- Determine when the pool needs to close/delay opening for weather events
- Monitor activities at the pool to prevent accidents.
- Rescue swimmers in danger of drowning.
- Administer First Aid.
- Caution swimmers regarding unsafe practices and safety hazards; enforces and adheres to pool rules and regulations in a friendly and helpful manner.
- Follow emergency action plan and procedures established in the event of an emergency.
- Maintain order in the pool and adjoining areas.
- Inspect facilities for cleanliness; complete general pool cleaning and maintenance duties.
- Provide general information on pool operation to members.

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- Maintain an acceptable appearance and attitude at all times. The following uniform is required for men: Red swim suit and whistle. For women: red swim suit (red shorts may be worn over swimsuit), and whistle. No bandanas while on duty.
- Maintain a high standard of customer service, extending exemplary service to all guests.
- Test pool water and keep logs as required.
- Performs other duties as deemed necessary.

JOB LOCATION

This position is mainly located at the Bangor Borough Memorial Park Pool Facility. Although there may be occasional traveling off site to various sites within and outside the Borough.

WORKING CONDITIONS

- The position involves both indoors and outdoors activities and at times severe weather may be experienced.

KNOWLEDGE, EXPERIENCE, EDUCATION AND TRAINING REQUIRED

- Current certification as Lifeguard by the American Red Cross.
- Ability to react calmly and effectively in emergency situations.
- Skill in the application of lifeguarding surveillance and rescue techniques.
- Knowledge of CPR and emergency medical procedures.
- Ability to follow routine verbal and written instructions.
- Knowledge of customer service standards and procedures.
- Pleasant personality and ability to communicate effectively with the public, coworkers, Borough officials and guests.

Employee Signature

Date

Borough Manager

Date