



## **CLASSIFICATION DESCRIPTION**

**TITLE: Aquatics and Safety Specialist      JOB CODE: 12 (Non-Exempt)**

### **GENERAL DESCRIPTION OF DUTIES**

Under supervisor and manager direction, the purpose of the position is to provide swimming and safety instruction to ensure the safety of patrons at the City's public swimming facility. Employees in this classification are responsible for monitoring various swimming activities, maintain pool chemicals, as well as assisting with special functions. Employee assists in maintaining pool and surrounding facility area. Objective is to ensure safety and general welfare of the general public engaging in all swimming activities through guarding and instructing patrons. Oversees the hiring, training, and certifications of all staff at the facility.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs responsible protective service work ensuring the safe use of the swimming facility by patrons.
- Instructs swimming lessons according to a prescribed routine and curriculum; tests program participants for swimming skill levels; passes participants for participation in more advanced classes.
- Assists Aquatic Supervisor in the planning of monthly schedules for entry level Lifeguards; oversees and monitors the performance of Lifeguard duties and functions.
- Performs water rescue as needed and Cardio-Pulmonary Resuscitation (CPR) or first aid treatment to injured or ill patrons.
- Observes actions of swimmers and maintains discipline in and around pool facilities. Performs as supervisor on duty when needed.
- Monitors and maintains pool filtration equipment.
- May handle and disperse hazardous materials (chlorine, sulfuric acid, etc.)
- Enforces pool and water safety rules in a tactful and effective manner.

- May assist in teaching swimming, water exercise, and other water related instructional classes to all age groups.
- Retrieves and places pool equipment and teaching materials in appropriate storage after each session; monitors weather conditions to ensure timely retrieval of materials and equipment.
- Maintains swimming pool and surrounding area to ensure the cleanliness and sanitation of recreational facilities.
- Assists with various special projects, community programs and recreational functions.
- Performs light custodial tasks, e.g., empties trash receptacles, cleans and sanitizes bathroom facilities, removes debris.
- Performs related duties as directed.

### **MINIMUM TRAINING AND EXPERIENCE**

High School Diploma or GED; supplemented by two (2) years lifeguard experience, 2 years of experience directly related to the duties and responsibilities specified, and a demonstrated ability to perform the administrative support and coordinating requirements of the position; or an equivalent combination of education, training, and experience

### **LICENSES, CERTIFICATIONS OR REGISTRATIONS**

- Must possess and maintain a valid Florida Driver's License.
- Must possess and maintain current Nationally Accredited Professional Rescuer CPR/AED Instructor Certification
- Must possess and maintain current American Red Cross Lifeguard Certification
- Must possess and maintain current American Red Cross Lifeguard Instructor Certification
- Must possess and maintain current Certification American Red Cross Professional Rescuer CPR/AED Instructor Certification
- Within the first 6 months of hire, candidate must be able to obtain: Water Safety Instructor or Water Safety Instructor Trainer Certification and Aquatic Facility Operator Certification

Completed certification(s) from a similar accredited institution that are at or above the minimum education requirement for the American Red Cross may be substituted.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to understand and follow written and oral instructions.
- Ability to effectively lead a staff comprised of entry level lifeguards engaged in carrying out aquatics functions.
- Knowledge of current principles and practices of water safety and instruction work.
- Skill in safe First Aid methods, procedures and practices.

- Ability to clearly communicate information both verbally and in writing.
- Skill in the principles and techniques of customer relations skills; ability to deal diplomatically with frantic individuals; ability to react quickly and calmly in emergency situations.
- Ability to analytically observe, and objectively and clearly report routine and non-routine, emergency and non-emergency activities.
- Ability to establish and maintain effective working relationships with departmental staff, supervisors and the general public.

### **PHYSICAL REQUIREMENTS**

- While performing the essential functions of this job some tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of sitting, standing, walking and/or swimming.
- Emergency tasks and training involve the performance of physically demanding work, which may involve some combination of running, climbing or swimming, and may involve the lifting, carrying, pushing, and/or pulling of moderately heavy and/or heavy objects, materials and/or persons. (20-150 pounds).
- Work may involve exposure to harmful chemicals.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.