

**LIFEGUARD I**

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**EXEMPT:** No

**SALARY LEVEL:** Grid 2, Band 6

**LOCATION:** SCRD Aquatic Centres

**APPROVED BY:** Karen Preston

*Replaces: Lifeguard 1*

**DIVISION:** Recreation Services

**DEPARTMENT:** Community Services

**SUPERVISOR:** Aquatic Supervisor

**DATE:** Nov 2020

*DATE: Oct 2016*

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**SUMMARY:** Working within a community development philosophy, this position provides life-guarding services to the patrons of the SCRD Aquatic Recreation Centres; performs administrative and janitorial duties.

**KEY RESPONSIBILITIES** *include the following:*

1. To provide life-guarding services and to ensure the safety of the patrons and staff of the SCRD.
2. To perform janitorial duties to ensure the safety and cleanliness of the entire facility.
3. To perform administrative duties as required.
4. To comply with, and promote, safe work practices and procedures in order to effect a safe and healthy work environment.

**TYPICAL ACTIVITIES** *include the following; other activities may be assigned:*

1. Performs lifeguard duties and provides emergency or first-aid assistance when required.
2. Performs and records pool tests and adjust chemicals in pool and hot tub accordingly.
3. Reads gauges and performs routine safety and maintenance checks on equipment.
4. Performs janitorial tasks in accordance with the daily and weekly checklists.
5. Provides information in response to concerns of the general public; educates patrons on pool safety rules.
6. Operates the cash register and processes transactions.

**KEY RELATIONSHIPS** *To perform the typical duties of this job successfully, an individual must have contact with certain people that are not in the direct reporting relationship.*

- Members of the general public
- Other Aquatic staff

**DECISION MAKING AUTHORITY** *Decisions that are made in carrying out the typical duties of the job without referring to the Manager/Supervisor:*

- Decisions involved in safety, aquatic rescue situations and prevention of incidents
- Enforcing pool regulations and reporting violations of the pool regulations to the shift supervisor or Manager
- Secure handling of pool revenue
- Reporting maintenance/equipment issues to Aquatic Supervisor or Manager

**PROBLEM SOLVING RESPONSIBILITY:**

- Cause and effect thinking – safety of the general public and other staff
- Diagnosing of basic problems with the chemical balances of the pool/hot tub and the operation of equipment

**QUALIFICATION REQUIREMENTS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required.*

**FORMAL EDUCATION AND TRAINING**

- Completion of Grade 9

*Current certifications as follows:*

- National Life Saving Award (Pool Option)
- CPR Basic Rescuer (within one year)
- First Aid training (Aquatic Emergency Care, Industrial First Aid and Red Cross or St. John’s Standard First Aid)
- WHMIS

*Preferred certifications:*

- Pool Operator,
- Red Cross Water Safety Instructor Award/Lifesaving Instructor Award,
- BCRPA Fitness Certification

**EXPERIENCE**

- Relevant experience *i.e. life-guarding, instructing, working with children/teens, leadership role in school/community, babysitting)*

**OTHER SKILLS/KNOWLEDGE**

- Ability to work effectively in a team environment

- Ability to communicate effectively with patrons, general public and other staff
- Knowledge of all applicable regulations including the BC Health Act and Red Cross and Lifesaving guidelines.
- Ability to read gauges and understand chemical readings

#### **CONDITIONS OF EMPLOYMENT**

- Satisfactory results from RCMP Criminal Records Check
- Available to work day, evening, weekend and before and after school shifts as required.

#### **MEASUREMENT DATA** *(to be used in combination with SCRD Core Competencies)*

- Maintains a high level of safety in life-guarding duties.
- Water quality, equipment and supplies maintained according to procedures.
- All areas kept clean and maintained in a safe condition.
- Maintains good relations with patrons and the public and responds to questions or complaints with tact and diplomacy.
- Maintains smooth harmonious relations with staff.

#### **SUPERVISORY RESPONSIBILITIES**

- None

#### **ADDITIONAL INFORMATION**

- May be required to work various shifts including evenings and weekends.
- The incumbent is expected to support Corporate sustainability and workplace safety objectives.

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**LIFEGUARD II**

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**EXEMPT:** No

**SALARY LEVEL:** Grid 2, Band 10

**LOCATION:** SCRD Aquatic Facilities

**APPROVED BY:** Karen Preston

**DIVISION:** Recreation Services

**DEPARTMENT:** Community Services

**SUPERVISOR:** Aquatic Supervisor

**DATE:** Nov 2020

*Replaces: Lifeguard II*

*Date: Oct 2016*

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**SUMMARY:** Working within a community development philosophy, this position provides life-guarding services to the patrons of the Sunshine Coast Regional District; acts as senior shift lifeguard; performs administrative and janitorial duties.

**KEY RESPONSIBILITIES** *include the following:*

1. To provide instruction and life-guarding and services and to ensure the safety of the patrons and staff of the SCRD.
2. To act as senior shift lifeguard, in the absence of Supervisor or Manager, to oversee duties of Lifeguard I and Instructor/Guard and be responsible for the facility.
3. To perform administrative duties as required.
4. To perform janitorial duties to ensure the safety and cleanliness of the entire facility.
5. To follow Sunshine Coast Regional District policies, Occupation Health and Safety policies and all applicable Workers' Compensation Board regulations.
6. To comply with, and promote, safe work practices and procedures in order to effect a safe and healthy work environment.

**TYPICAL ACTIVITIES** *include the following; other activities may be assigned:*

1. Performs lifeguard duties and provides emergency or first-aid assistance when required.
2. Assembles supplies and equipment and instructs aquatic programs
3. Provides work direction to Lifeguard I's and Instructor/Guards such as assignment of tasks including but not limited to maintenance and administrative tasks and ensure that they are completed.
4. Provides information to patrons and the general public; educates patrons on pool safety.
5. Performs and records pool tests and adjust chemicals in pool and hot tub accordingly.

6. Reads gauges and performs routine safety and maintenance checks on equipment.
7. Performs janitorial tasks in accordance with the daily and weekly checklists.
8. Operates and balances the cash register and processes transactions.

**KEY RELATIONSHIPS** *To perform the typical duties of this job successfully, an individual must have contact with certain people that are not in the direct reporting relationship.*

- Members of the general public
- Other SCRD staff

**DECISION MAKING AUTHORITY** *Decisions that are made in carrying out the typical duties of the job without referring to the Manager/Supervisor:*

- Decisions involved with the overseeing of Lifeguard I & Instructor/Guards
- Decisions involved in safety, aquatic rescue situation and prevention of incidents
- Enforcing pool regulations and reporting violations to Manager or RCMP
- Secure handling of pool revenue
- Reporting maintenance/equipment issues to Aquatic Supervisor

**PROBLEM SOLVING RESPONSIBILITY:**

- Cause and effect thinking – safety of the general public and other staff
- Resolving work related problems i.e. staff and patrons.
- Diagnosing & resolution of basic problems with the chemical balances of the pool/hot tub and the operation of equipment

**QUALIFICATION REQUIREMENTS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required.*

**FORMAL EDUCATION AND TRAINING**

- Completion of Grade 12

*Current certifications as follows:*

- National Life Saving Award (Pool Option)
- CPR Level C (within one year)
- AED Provider
- First Aid training (Aquatic Emergency Care, Industrial First Aid and Red Cross or St. John's Standard First Aid)
- WHMIS

*Preferred certifications:*

- Pool Operator I,
- Red Cross Water Safety Instructor Award/Lifesaving Instructor Award,
- BCRPA Fitness Certification

**EXPERIENCE**

- Relevant experience *i.e. life-guarding, instructing, working with children/teens, leadership role in school/community, babysitting*
- Experience in providing life-guarding services to the public.

**OTHER SKILLS/KNOWLEDGE**

- Ability to work effectively in a team environment particularly in a team leader capacity.
- Ability to communicate effectively with the patrons, general public and other staff
- Ability to work independently with a minimum of supervision
- Knowledge of all applicable regulations including the BC Health Act and Red Cross and Lifesaving guidelines.
- Ability to read gauges and understand chemical readings and diagnose basic equipment malfunctions

**CONDITIONS OF EMPLOYMENT**

- Satisfactory results from RCMP Criminal Records Check
- Available to work days, evening, weekend and before and after school shifts as required

**MEASUREMENT DATA** *(to be used in combination with SCRD Core Competencies)*

- Maintains a high level of safety in life-guarding duties.
- Water quality, equipment and supplies maintained according to procedures.
- All areas kept clean and maintained in a safe condition.
- Maintains good relations with clients and the public and responds to questions or complaints with tact and diplomacy.
- Maintains smooth harmonious relations with staff and promotes sound, safe work direction.

**SUPERVISORY RESPONSIBILITIES**

- Provides work direction and shift supervision to Lifeguard I and Instructor/Guards in the absence of Supervisor or manager.

**ADDITIONAL INFORMATION**

- The incumbent is expected to support Corporate sustainability and workplace safety objectives