

ASSISTANT WATERFRONT DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS:

This is seasonal work that combines regular lifeguard responsibilities with assisting in overall supervision of the beach or pool area. The incumbent, as a lifeguard, observes swimmers and other users of the recreational area and enforces all area rules and regulations. The incumbent, when necessary, rescues swimmers and administers appropriate first aid or lifesaving techniques. In addition, the incumbent supervises other lifeguards, assists in their training, and maintains proper records concerning operations. The work is performed under the general supervision of the Waterfront Director or other administrative personnel.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Observes and patrols waterfront area, rescuing swimmers and administering first aid and CPR as necessary;
2. Patrols open water in a rowboat;
3. Enforces waterfront rules and regulations;
4. Assists in supervising lifeguards and other waterfront staff;
5. Assists in training lifeguards;
6. Maintains records on waterfront staff, activities and incidents;
7. Leads and participates in the cleaning and maintenance of the waterfront area.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles and practices of water safety, first aid and CPR sufficient to patrol a waterfront area and to assist in the training and supervision of a staff of lifeguards;
Ability to rescue swimmers in trouble and to administer proper lifesaving and first aid techniques;
Ability to plan and supervise the work of others;
Ability to maintain simple records and accounts;
Ability to operate water safety equipment;
Ability to understand and carry out oral and written directions;
Ability to function well under stress;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

ASSISTANT WATERFRONT DIRECTOR (Cont'd)

MINIMUM QUALIFICATIONS:

Candidates must possess a current American Red Cross Lifeguard Training program certificate, an American Heart Association course in basic life support for the professional rescuer, an American Red Cross Waterfront Lifeguard certificate, and an American Red Cross Community CPR certificate, or any of their equivalents, at the time of appointment. In addition, the candidate must have one full season (3 months or more) of full-time paid experience as a certified lifeguard.

RC0301

ADOPTED:

REVISED: 04/19/99