

CITY OF COMMERCE INSTRUCTOR GUARD

Class Title:

Instructor Guard

Class Code:

5235

THE POSITION

Under general supervision, provides customer services and rescue duties in support of aquatics program including monitoring activities in City pool facilities to ensure public safety and compliance with rules and regulations, and teaching swimming and water safety courses; maintains equipment and facilities in clean and safe condition.

EXAMPLE OF DUTIES

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Organizes and coordinates special events; teaches first aid, water safety, and swimming classes; maintains class roster and develops lesson plans.
- Monitors aquatics facility and guests, and ensures compliance with rules, regulations, policies, and procedures.
- Promotes a positive recreation environment and good personal behavior; ensures consistent enforcement of rules and policies.
- Provides customer services and information to guests; assists disabled guests with lift chairs; reports and resolves complaints, special requests, safety conditions, security issues, and illegal activities within scope of authority.
- Prevents accidents through the enforcement of policies, rules, regulations, and ordinances governing the conduct of swimming pool patrons; monitors activities in the facilities for individuals who may need assistance or guidance.
- Ensures cleanliness of pool and facility and that all equipment is in safe operating condition; cleans and maintains pool area; performs regular water tests, monitors pool chemical levels, and makes necessary adjustments to pool chemical balance; maintains inventory of chemicals and supplies.
- Warns patrons against dangerous practices such as running on the deck and diving into shallow water; instructs non-swimmers and weak swimmers to stay out of deep water.
- Enters the water to rescue persons in distress; resuscitates rescued swimmers; administers first aid to the injured, and calls Emergency Medical Services (EMS) on serious accident cases.
- Assists with setting up and staffing special events.
- Maintains daily log, and prepares incident, accident, and operations reports.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

High school diploma or equivalent GED is desirable.

AND

One (1) season as a lifeguard.

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LICENSES, CERTIFICATES AND SPECIAL REQUIREMENTS

Required Licenses or Certifications:

~~Must possess~~ Possession of or must obtain a valid California driver's license within six (6) months of appointment.

~~Must possess~~ Possession of or must obtain certificates for American Red Cross Lifeguard, Water Safety Instructor (WSI), and First Aid and CPR for the Professional Rescuer or its equivalency within 30 days of appointment.

Special Requirements:

Must be able to pass a background check.

Must be available to work during pool operating hours including evening, weekend, and holiday shifts.

May be required to work overtime.

Must maintain a level of physical fitness to meet Department standards.

REQUIRED KNOWLEDGE OF

- City policies and procedures.
- Rules and regulations governing the maintenance and safety of municipal aquatics facilities and equipment.
- Principles of water chemistry, chlorination, and pH balancing.
- Lifesaving methods and procedures, including first aid, water rescue methods, and resuscitation measures.
- Customer service principles and methods.

REQUIRED SKILL IN

- Supervising and controlling recreation activities and participants.
- Promoting a positive recreation environment and good personal behavior.
- Monitoring pool facility and guests for violations of rules and safety standards.
- Using emergency techniques for standard water approach, rescue and resuscitation effectively.
- Acting quickly and calmly in emergency situations.
- Following verbal and written instructions and procedures closely.
- Establishing and maintaining cooperative working relationships with co-workers and the public.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to manipulate, handle, feel or operate objects, tools or controls; reach with hands and arms. The employee is regularly required to bend and twist at the neck and waist, reach with hands and arms. Occasional kneeling or crouching, overhead reaching, supporting an adult in the pool and lifting up to 150 pounds with assistance is required. Specific visual abilities required for this job include close vision, distance vision, and the ability to adjust focus.

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Work Environment

Work is performed indoors and outdoors in public swimming pool environments.