REVISED: JANUARY 2006 CLASS CODE: 1802PN

UNIT: OPOA

AQUATICS SPECIALIST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general supervision, to assist in the planning, coordination and direction of assigned aquatic program activities and operations; to assist in the development of divisional policies and procedures; to supervise and train lifeguard staff; and to perform related duties as assigned.

EXAMPLES OF DUTIES – Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

Assists in the assignment, training, supervision and evaluation of subordinate staff; assists in the development and enforcement of polices and procedures for the division; maintains an awareness of the hazards associated with the aquatic environment to which assigned, informing the public in an appropriate manner of these hazards and how to avoid them: assists in coordinating the organization, staffing and operational activities for assigned areas; when assigned to City swim center, maintains and troubleshoots physical plant operations; ensures proper water chemistry levels; monitors chlorine levels and adjusts as needed. Ensures proper hiring and training of lifeguards and instructors; assists in ensuring lifeguards are properly certified; conducts first aid and C.P.R. courses; when assigned to Harbor & Beaches, observes swimmers from beach towers or patrol vehicles; administers medical aid and performs cardiopulmonary resuscitation; instructs employees in beach, aquatic, ocean, and emergency vehicle operation; conducts regular patrol of aquatic and/or beach areas; performs ocean and water rescues; enforces applicable marine safety laws, codes and ordinances; issues citations as necessary; removes hazards and debris from beaches and ocean; oversees and performs maintenance on a variety of aquatic and/or rescue equipment; assists in the implementation and conduction of training activities and courses with other departments, divisions and agencies; participates in the preparation and administration of assigned program budget; participates in the selection of lifequard staff; schedules, trains, supervises and evaluates seasonal staff; works with employees to correct deficiencies; implements discipline procedures; prepares documents and reports; plans, administers and supervises special programs as assigned; responds to complaints and inquires from the general public.

MINIMUM QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of an aquatics program.

Principles and practices of lifeguarding.

When assigned to Harbor & Beaches, methods, tools and equipment used in water safety, ocean rescue and medical aid operations.

When assigned to City swim center, principles and practices of pool facility operation and maintenance including proper water chemistry levels.

Methods and techniques of swimming and lifeguard instruction.

Methods and techniques of C.P.R., first aid and E.M.T.

Principles of supervision and training.

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Principles and practices of public relations.

Modern office procedures, methods and equipment including computers and applicable software applications.

Principles of municipal budget preparation.

Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

Plan, assign, train and supervise the activities of lifeguard staff.

Interpret and explain City aquatics program policies and procedures.

Act quickly and calmly in emergencies.

Administer first aid and C.P.R. as necessary.

Coordinate various special aquatic events.

Swim with endurance and proficiency at a level necessary to perform assigned duties.

Enforce applicable marine and ocean safety rules, codes and regulations when assigned to Harbor & Beaches.

Plan, administer and supervise a Junior Lifeguard program.

Operate emergency vehicles, boats and personal water crafts in a safe and effective manner.

Respond to requests and inquires from the general public.

Perform advanced lifeguarding duties.

Operate office equipment including computers and supporting word processing and spreadsheet applications.

Prepare clear and concise reports.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective relationships with those contacted in the course of work.

Experience and Training Guidelines

Experience:

Two years of increasingly responsible lifeguarding, water safety or swimming instruction experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in lifeguard services, water safety or a related field.

License or Certificate:

Possession of a valid Class C California Driver's License.

Possession of an appropriate, valid first aid certificate.

Possession of an appropriate, valid C.P.R. certificate.

Must obtain possession of a C.P.R. Instructor certificate within 12 months of employment.

Possession of a Water Safety Instructor certificate when assigned to swim center.

Must obtain Aquatic Facility Operator certification within 12 months of employment when assigned to swim center.

Possession of an appropriate, valid E.M.T. certificate when assigned to Harbor & Beaches.

Possession of a Swift Water Technician certificate when assigned to Harbor & Beaches.

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Possession of an Inflatable Rescue Boat Operator certificate when assigned to Harbor & Beaches.

Possession of a Personal Water Craft Operator certificate when assigned to Harbor & Beaches.

Possession of a Automated External Defibrillator certificate when assigned to Harbor & Beaches.

Must obtain possession of basic SCUBA certification within 12 months of employment when assigned to Harbor & Beaches.

Must obtain possession of an appropriate, valid peace Officer's Reserve certificate in compliance with section 832 of the Penal Code within 12 months of employment when assigned to Harbor & Beaches.

WORKING CONDITIONS

Environmental Conditions:

Pool or beach environment; work around or in water; exposure to heat, potentially hazardous chemicals and gases, and inclement weather conditions; exposure to poor water quality due to sewage spills and high bacterial counts when assigned to beach; extensive public contact.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for heavy, moderate or light lifting; swimming, running, walking, standing and sitting for prolonged periods of time in the performance of lifesaving functions.