



NATURE OF WORK IN THIS CLASS:

Assists in supervising public pools and beaches where lifeguards are assigned.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all of the duties which may be assigned; any one position may not include all the duties listed.)

Assists in supervising lifeguards, instructors and pool operator; instructs staff in lifeguard swimming, sanitation, and maintenance activities of the pools and beaches

Interprets and enforces policies, rules and regulations

Inspects rescue apparatus, equipment and facilities on a daily basis

Checks and corrects chemical balance of pool water and reports any imbalance to the pool operator and recreation administrator

Checks for hazards during swimming sessions and take corrective action

Discusses programs and provides information to the public

Serve in a liaison capacity and cooperate with community groups and/or organizations in conducting and/or officiating at swimming meets or other events at the pools and/or beaches

Performs sanitation and maintenance duties on pool decks, lobby, restrooms, and other areas; including but not limited to testing water, vacuuming, scrubbing and other general cleaning

Perform related duties as required

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of life saving principles and practices

Knowledge of first aid

Knowledge of automated external defibrillator (AED)

Ability to prevent dangerous situations from arising

Ability to recognize an emergency and take the necessary actions

Ability to engage in life saving procedures

Ability to learn and enforce rules in a firm, tactful and impartial manner

Ability to plan aquatic activities

Ability to motivate staff to follow procedures and complete assigned tasks

Ability to perform basic maintenance duties



HEAD LIFEGUARD

3.612

Ability to work effectively with public and employees

Ability to communicate effectively, orally and in writing

Ability to communicate in a timely manner

Working knowledge of Microsoft Excel and Word

MINIMUM EXPERIENCE AND TRAINING:

The minimum knowledge, abilities and skills listed above

Minimum of six months experience as a lifeguard or lifeguard instructor


Must have completed instructor training through the American Red Cross or equally accredited training organization

NECESSARY SPECIAL QUALIFICATIONS:

Possess and maintain a current valid certificate of completion for Lifeguarding/First Aid/CPR/AED Instructor issued by the American Red Cross or an equally accredited lifeguard training organization.

AMENDED:	DECEMBER 2018
FLSA STATUS:	NON-EXEMPT
PAY GRADE:	I
PAY RANGE:	STEP 1 \$28,595 P/A – STEP 9 \$38,048 P/A STEP 10 \$39,255 P/A – STEP 18 \$50,399

HAY EVALUATION:	KNOW-HOW	C I 3	115
	PROBLEM-SOLVING	D 3 (29%)	38
	ACCOUNTABILITY	D C 1	50
	TOTAL POINTS		203


LOURDES A. LEON GUERRERO
 Governor of Guam


EDWARD M. BIRN, Director
 Department of Administration