



City of Campbellton

Job Description

Lifeguard

Disclaimer Statement:

Usage of the masculine form throughout the document is for convenience only and refers to women and men alike.

Department: Memorial Regional Civic Centre
Job Title: Lifeguard
Reports to: Head Lifeguard or Aquatic Director
Last revised date: March 11, 2022



Lifeguard

1. IDENTIFICATION

- | | |
|---------------------------|---------------------------------------|
| 1.1 Organisation: | City of Campbellton |
| 1.2 Department: | Memorial Regional Civic Centre (MRCC) |
| 1.3 Job Title: | Lifeguard |
| 1.4 Job Status: | Unionized – CUPE Local 76 |
| 1.5 Immediate Supervisor: | Head Lifeguard or Aquatic Director |
| 1.6 Last revised date: | March 11, 2022 |

2. TASKS AND RESPONSIBILITIES

2.1 Summary of Responsibilities

Working as part of a team, the lifeguard is a water rescue professional responsible for the general supervision and safety of the swimming pools users at the Regional Memorial Civic Center. The lifeguard is a superior swimmer who gives advice on water safety to patrons, conducts water rescues, and controls unruly behavior if necessary. The lifeguard teaches swimming lessons and aqua fitness courses. The lifeguard also performs maintenance and clerical work related to pool operations.

2.2 Health and Safety Responsibilities

The incumbent is responsible to:

- conduct himself in a way that ensures his own health and safety and that of other persons at work;
- comply with the *Occupational Health and Safety Act* and Regulations;
- be conversant with and follow the safety rules and regulations of the City of Campbellton;
- report to his immediate supervisor the existence of any hazards of which he is aware;
- use or wear such protective equipment as required by regulation or as recommended by manufacturer;
- consult and co-operate with the Joint Health and Safety Committee and any person responsible for the enforcement of the *Occupational Health and Safety Act* and its Regulations;
- report workplace injuries and illness to employer;
- participate in training and inform his supervisor of any task for which he feels he has not received proper training.



As a representative of the employer, the incumbent must demonstrate leadership in regard to the City of Campbellton's Health and Safety Program.

The lifeguard must:

- safely direct work assigned by the employer;
- take every reasonable precaution to ensure the health and safety of employees, contractors, clients under his direction;
- acquaint the employees under his direction with any hazard in connection with the use, handling, storage, disposal and transport of any tool, equipment, machine, device, or biological, chemical, or physical agent;
- provide information and instruction that is necessary to ensure the health and safety of the employees under his direction;
- ensure that all tools, equipment, and materials used are maintained in good condition and of minimum risk to health and safety when used per manufacturer's recommendations;
- ensure personal protective equipment (PPE) required to be used by employees under his direction is used by employees in the course of their work.

2.3 Tasks Profile

- Supervise pool and ensure swimmers behave in a safe fashion.
- Lead and coordinate the work of a team of junior lifeguards during public swims.
- Enforce rules related to pool conduct calling out infractions and ensuring swimmers are complying with all safety rules and regulations.
- Give swimming instructions and lessons.
- Give water leisure and fitness courses.
- Inspect pool and recreational equipment to ensure correct functioning.
- Respond to emergencies in a timely manner.
- Perform swimming rescue on patrons in distress.
- Administer basic first aid for cuts and bruises.
- Clean pool areas (including changing rooms, offices, etc.) and maintain quality of water.
- Educate the public about the hazards and risks associated with aquatic activities and how to be water smart.
- Write and file reports on pool condition, accidents, incidents, swimming lessons and other relevant information.
- Perform clerical work related to pool operations.
- Perform other related duties as assigned by supervisor.

3. AUTHORITY LEVEL

The incumbent reports to the Head Lifeguard or the Aquatic Director of the Memorial Regional Civic Centre. He has authority over casual lifeguards of the Memorial Regional Civic Centre.



4. POSITION REQUIREMENTS

4.1. Mandatory Education

- Grade 12 Diploma or GED, and/or meet the requirements of the Test of Workplace Essential Skills (TOWES)
- Workplace Standard First Aid certification with CPR Level “C” and AED endorsement.
- National Lifeguard certification valid in New Brunswick
- Water Safety Instructor (Red Cross)/Swim Instructor (Lifesaving Society) certification valid in New Brunswick
- Aquatic Fitness Instructor certification valid in New Brunswick
- Workplace Hazardous Material Information System (WHMIS) certification valid in New Brunswick

4.2. Special Knowledge and skills

- Good record keeping skills
- Good organizational and time management skills
- Computer literacy, including Microsoft Word, Excel, Outlook, and the internet
- Ability to learn new computer programs with ease
- Ability to enforce swimming pool rules in a considerate but firm manner
- Ability to use a cash register and an adding machine
- Excellent customer service and public relation skills
- Knowledge of Health and Safety regulations related to the work environment of a public swimming pool

4.3. Mandatory Requirements and Experience

- Be bilingual (French and English) both written and spoken
- Hold a valid Class 5 driver’s license and have access to a car (out-of-town training requirements)
- Maintain a professional appearance and attitude
- Have relevant experience as a Lifeguard (considered an asset)
- Have successfully completed the probationary or trial period
- Have passed a criminal background verification and a vulnerable sector verification
- Have a driver’s record that meets the standards required by the MRCC
- Maintain mandatory job-related certifications

4.4. Physical and Mental Requirements

- Fitness
- Concentration
- Ability to perform water rescue on patrons from 50-300 pounds (23-116 kg)
- Ability to work in a squatting position and bent position for at least 30 minutes
- Ability to lift and haul equipment weighing up to 50 pounds (23 kg) and of 200 ft in length (61 m)
- Ability to stand in 75^o–85^o F (24^o-29^o C) water for successive 30-minutes periods



4.5 Behavioral Qualities

The incumbent must:

- Demonstrate leadership and initiative
- Enjoy teamwork
- Be dependable and able to learn, reason and make good decisions
- Be autonomous, resourceful and have initiative
- Be able to work independently and with minimal supervision
- Be able to inspire confidence and calm in the face of a crisis
- Be safety oriented
- Have a very good sense of observation to be able to identify gaps
- Be able to react quickly, have good resistance to stress and remain calm in life-threatening situations
- Be willing to take on new tasks and learn new duties

5. REMUNERATION

- As per Collective Agreement
- Eligible to City benefit package at successful completion of probationary period

6. HOURS OF WORK

- As per Collective Agreement
- This position is a full-time permanent position

7. WORK ENVIRONMENT

- Some office work required
- Work of physical nature
- Indoor pool environment

8. TRAVEL REQUIREMENTS

- Occasional out-of-town travel for training purposes

9. OPERATIONAL REQUIREMENTS

- Willingness and ability to work flexible hours (evenings and weekends)
- Availability for occasional overtime work is required



10. JOB DESCRIPTION APPROVAL

10.1 Departmental Level

Approved by: Philippe Robitaille Initials: _____

Title: General Manager of the MRCC

Date of Approval: March 11, 2022

10.2 City Administration Level

Approved by: Manon Cloutier Initials: _____

Title: Chief Administrative Officer

Date of Approval: March 11, 2022

11. RECEIPT BY INCUMBENT

I have received a copy of this job description:

Name: _____

Signature of incumbent: _____

Date: _____