



## **Town of Rocky Mountain House**

### **POSITION DESCRIPTION FOR:**

### **Head Guard**

|                    |                                   |                        |                |
|--------------------|-----------------------------------|------------------------|----------------|
| <b>Department:</b> | Recreation and Community Services | <b>Effective Date:</b> | April 30, 2021 |
| <b>Reports To:</b> | Aquatics Manager                  |                        |                |

#### **General Accountability:**

The Head Guard is responsible for providing overall leadership and team building skills to the aquatic staff as well as taking the lead on the OH&S program at the pool. They will ensure the safe and efficient daily operations of the aquatic area, direct supervision and mentoring of staff on shift and daily aquatics are maintenance.

#### **Core Duties:**

- Assume the responsibility for the safety supervision and management of the Aquatic Facility in the absence of the Aquatics Manager.
- Assist Aquatics Manager with scheduling of staff, monitor shifts, changes to shifts and ensure adequate staff coverage.
- On Call list for after hour emergencies and with staff during normal working hours in the absence of the Aquatics Manager.
- Monitor and ensure staff certifications are current and meet Alberta Pool Standards.
- Arrange and run lifeguard and instructor re certifications, as needed.
- Train future lifeguards and instructors to ensure a consistent staffing level.
- Plan and implement monthly staff in-service training.
- Follow the Alberta Health Standard and Code for swimming pools. Do pool checks and adjust chemical feeders and pool chemistry as needed to ensure compliance.
- Assist Aquatics Manager with the operation of water filtration systems, CL2 systems and pool chemistry, as mandated by the Alberta Pool Standards and Alberta Health Act.
- Assist the Aquatics Manager with the development and implementation of the Aquatics manual and ensure it is kept current.
- Assist the Aquatics Manager with swim lesson administration (input seasons into recreation reservation system, ensure documentation is done correctly).
- Monitor and report pool statistics.
- Responsible for ordering merchandise, First Aid and lesson inventory supplies.
- Assist with facility promotions, public inquiries, and public relations.
- Communicate effectively and reasonably, utilizing sound decision making skills regarding concerns and conflicts with staff facility members.

#### **Support to others**

- Work cooperatively with all aquatic staff and plan daily activities to utilize time scheduled.
- Role model quality lifeguard duties, on and off deck and exemplifies the effective ability to instruct swim lessons.
- Supervise and mentor the lifeguards and instructors, offering feedback and constructive recommendations to ensure high standards of practice based on certification training and the Credit Union Co-op Aquatic Centre policies.

- Assist the Aquatics Manager in assessing the performance of the aquatic staff to foster a safe and functional work place.
- Communicate effectively and reasonably, utilizing sound decision making skills regarding concerns and conflicts with both staff and facility members.
- Ensure a clean and safe aquatic facility for the enjoyment of our clients.

#### **Health and Safety:**

- Required to review the Town of Rocky Mountain House Health & Safety manual on a regular basis and adhere to the manual.
- Participate in the Health & Safety training, meetings and reporting.
- Instruct, supervise, inform and train subordinate staff with the Town's Health and Safety program and Occupational Health and Safety Act.
- With training, take the lead on maintaining the Town of Rocky Mountain House's OH&S manual, MSDS sheets and Health and Safety Binder as pertains to the Credit Union Co-op Aquatic Centre.
- Monitor all Alberta Health and Safety Code practices and procedures as they apply to Aquatic Facilities.
- Assure necessary administration procedures are complete and accurate.
- Monitor and mentor staff to work within the Town of Rocky Mountain House's OH&S practices.
- Maintain high level of safe work practices by adhering to the Town's occupational health and safety regulations and provides feedback on safe work practices that pertain to the position.

#### **Minimal Qualifications:**

- Minimum four years' experience in a Leadership role.
- Must be able to work a variety of shifts including evenings and weekends.
- Current National Lifeguard and Water Safety Instructor.
- Standard first aid and CPR "C" with AED.
- National Lifeguard Instructor.
- Water Safety Instructor Trainer.
- Lifesaving Instructor.
- Pool Operators 1.
- Successful criminal, child welfare and vulnerable sector checks.
- Clear Drivers Abstract.

#### **Special Consideration will be given to:**

- Lifesaving Sport coach.
- Aquatic Fitness Certification.
- First aid Instructor.
- Confined space and Fall Protection.
- WHIMIS.
- Transportation of Dangerous Goods.
- Defensive Driving.

#### **Guidance Received:**

Directives, manuals, regulations, ordinances or other written guidelines used regularly by this position are;

- Alberta Pool Standards and Alberta Health Act.
- Town of Rocky Mountain House Bylaws;
- Alberta Labour Standards
- Occupational Health and Safety Act, Code and other related documentation
- Municipal District Bylaws, Policies and Procedures and Administrative Guidelines

- WCB Guidelines
- Written and/or oral directives received from the C.A.O
- Town of Rocky Mountain House Policies and Procedures.

**Contacts:**

Head Guard will frequently have contact with the following;

- General Public;
- Town of Rocky Mountain House staff;
- Town of Rocky Mountain House organizations.
- Life Saving Society
- Red Cross
- Alberta Health Services/Health Inspector

**Environment:**

Features of work which create unusual demands or, which create physical and/or mental stress are;

- Head Guard works closely with the Recreation Department staff.
- The ability to make recommendations and decisions are limited to processing improvements and efficiencies as this position has legislated requirements.
- Work is to be completed in an efficient and accurate manner with emphasis on independent work habits and self-motivated initiative to learn and excel in all aspects.
- Requires discretion and confidentiality in all matters.

**Physical Demands:**

This position may include the following:

- Being seated for long periods of time
- Bending & twisting motions
- Lifting up to 50 lb
- Being on your feet for long periods of time

CAO Approval:  \_\_\_\_\_

Date: 04/30/21

**SIGNATURES:**

I have read and understand the contents contained within this job description. The supervisor of this position has informed me that this is a general description of the duties, responsibilities and qualifications for the position of Head Guard. This description will form the basis for my classification level and the basis for my performance evaluation.

Employees Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_