

TOWN OF STRATHMORE

JOB DESCRIPTION

JOB INFORMATION	
Position:	Senior Lifeguard
Reports To:	Head Lifeguard
Position Type:	☐ Full Time Permanent (35 hours) ☐ Full Time Permanent (40 hours) ☐ Part Time Casual ☒ Part Time Permanent (24 hours) ☐ Full Time Limited Term (including FT Summer Students) ☐ Part Time Limited Term (including PT Summer Students)

JOB SUMMARY
The role of the Senior Lifeguard is to maintain the overall operations of the aquatic facility to meet Provincial Health and Safety Standards while adhering to all relevant legislation, policy, and procedure. This position is responsible for supervising, delegating, and providing the aquatic team with accurate and timely information to ensure facility operations are maintained in an effective and efficient manner. It is also the responsibility of the Senior Lifeguard to handle any public relations concerns and effectively enforce facility rules to ensure the safety of the public and minimize hazards. This position will supervise all activities during shift to provide quality swimming lessons, fitness classes, and all other programs and services.

Description of the Function
Senior Lifeguard: - Responsible for the overall operations of the facility to meet the Provincial Health and Safety Standards - Collect, document, and accurately record water chemistry levels and if needed; adjust to maintain ideal ranges to meet Alberta Health and Safety Pool Standards - Check and document all mechanical readings in the facility including pressure gauges, flow meters, temperature gauges and UV systems etc. - Review the completion of all recordkeeping on shift, examples: first aid reports, contamination reports, incident reports, near miss, and cleaning sign offs etc. This will also include following up with staff if needed. - Print off all weekly and monthly sign off sheets including cleaning sheets, building safety checks, water chemistry sheets, and mechanical checklists - Expected to be on site during all special events ex: triathlons, swim meets etc. - Complete financial orders and appropriate paperwork - Handle all problems / concerns that might arise on shift regarding the facility, general public, or team members. Senior Lifeguard is responsible for calling the appropriate contact person from the emergency callout list if required - Provide guidance, instruction, and support to other Lifeguard/Instructors, and monitor duties assigned to make sure all tasks are being completed safely and in a timely manner - Overlook the layout of the pool area for all scheduled swim times, pool programs, town lessons, school board lessons, private lessons, rentals and special events, etc.

- Doublecheck and sign off balanced cash out reports
- Ordering staff uniforms
- Organizing "Don't Tap The Glass"
- Organizing employee of the month recognition
- Opening and closing of the facility
- Ordering first aid supplies and restocking first aid kits and fanny packs
- Instructing / Re-certifying the Lifesaving Society Programs / Courses, including CPR – C / AED, IFA, LSI and NL
- Ensure the facility is safe and clean
- Other duties as assigned

Assistance with:

- Completing monthly in-water inspections for the lap pool using scuba gear to check main drain covers, VGB Covers, inlets, outlets, tiles and waterslide grates
- Reviewing all repair order forms and fixing items around the facility, or submit tickets to the appropriate sources
- Cleaning and organizing of the following:
 - Chemical room
 - Chlorine / acid room
 - PPE room
 - Basement
 - Fan room
 - Steam room
 - Deck storage rooms
- Collecting and submitting weekly water samples to the Alberta Provincial Lab
- General pool maintenance etc.
- Shipping and receiving of chemicals
- Completion of all monthly inspection checklists ex: AED, emergency lights, fire extinguishers and building / basin checks, etc.
- Updating / posting the L2 experience list
- Equipment maintenance, building maintenance, including shut down maintenance
- Review, revision, and facilitation of orientation packages for the Lifeguards and Instructors
- Facilitation of mandatory training and non-mandatory training
- Review, create, and update check sheets, orientation packages, cleaning procedures, and the Aquatic Handbook
- Staff scheduling (When2Work) and timesheets
- Gathering all budget-related information and quotes
- Updating the SDS (Safety Data Sheet)
- Planning, tracking, and ordering from the approved operational and capital budget

Safety:

- This is a Safety Sensitive position requiring fit for duty status
- Responsible to ensure their own safety and the safety of others, and to follow all safety and health instructions, acts/regulations (Occupational Health and Safety), Town safe work procedures, and industry best practices as outlined by the Town
- Report all unsafe or substandard conditions, acts, and events as soon as possible to

immediate supervisor

- Develop and implement hazard assessments as outlined in the Town's Safety Program
- Maintain safety certification as required by the Town and participate in health and safety training moments, meetings, and exercises

COMPETENCIES AND BEHAVIOURS

- Practice and encourage safe and professional work behaviours
- Positively, effectively, and professionally communicate with the public, team members, and leaders
- Proficiency with comprehending both oral and written instructions
- Demonstrate discretion when handling sensitive information
- Works well as part of a cohesive team
- Consistently meets deadlines and attendance standards
- Self-motivated, with a sense of initiative
- Ability to organize, coordinate, and delegate tasks

REQUIREMENTS, EXPERIENCE, AND EDUCATION

- 18 years of age
- Lifesaving Society National Lifeguard Certificate – Pool
- Lifesaving Society Swim Instructor
- Lifesaving Society Instructor
- Current Intermediate First Aid
- Current CPR C / AED Certificate (within one year)
- Pool Operator Level 1 – an asset
- National Lifeguard Instructor – an asset
- Lifesaving Society Instructor Trainer – an asset
- Intermediate First Aid / CPR / AED Instructor – an asset
- Minimum one (1) year of related aquatic experience and two (2) years of leadership experience

WORKING CONDITIONS

- Will be required to work with chlorine, hydrochloric acid, and other chemicals related to pool operations
- Must be able to lift 50 lbs
- May be required to come in for an operational emergency
- Required to wear a uniform

Manager Approval:

Name

Signature

Date

Employee Acceptance:

Name

Signature

Date

Submit signed copy to HR for filing