

## CITY OF HAMILTON

### HEALTHY & SAFE COMMUNITIES DEPARTMENT (RECREATION DIVISION – LOCATION – VARIOUS)

#### INSTRUCTOR GUARD – PT – CUPE 5167

#### SUMMARY OF DUTIES

Reports to the Aquatics Supervisor provides aquatic instruction and lifeguarding in a positive manner for customers in an environment that is safe and enjoyable in accordance with City Policy and Procedure Manual, Occupational Health and Safety Act and WHMIS Regulation, Health Protection and Promotion Act - Regulation 565-90.

#### GENERAL DUTIES

Instructs aquatic program and up to Bronze Cross using a pre-determined curriculum, using prepared lesson plans, completing test sheets, report cards and certificates.

Performs lifeguard duty, first aid and rescues in accordance with provincial and national certification standards and City of Hamilton policies and procedures.

Monitor, educate and enforce rules regarding health and pool safety. Enforces rules promptly, fairly and in a positive manner, and educates the patrons in safe swimming habits.

Performs basic pool operational requirements as requested, such as conducting pool tests, vacuuming, keeping a tidy work space, general cleaning of deck, guard chairs, equipment and adjoining spaces.

Performs basic administrative tasks as directed, such as maintaining pool logs, recording attendance, preparing minor/critical accident reports.

Participates in creating a safe working environment by reporting hazards, assessing availability of rescue equipment, and reporting pool operation concerns and accidents, immediately to the Supervisor or staff person in-charge.

Be identifiable at all times with a department issued uniform when on duty.

Exercises good public relations, when providing information to the general public concerning programs, schedules and pool rules.

Assists in the implementation and promotion of special events.

Attend meetings, trainings, and conditioning sessions as required.

Maintain current certifications according to Public Pool Regulation 565.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

#### QUALIFICATIONS

1. Minimum age requirement (15 years of age).
2. Hold and maintain current certifications:
  - a) National Lifeguard – Pool
  - b) Lifesaving Society Instructor and Swim Instructor

c) Standard First Aide with CPR – C

3. Vulnerable Sector Screening is required.

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.**

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