

CITY OF HAMILTON

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

DUTY GUARD – CUPE 5167

The Healthy & Safe Communities Department is committed to its people and is dedicated to building a strong and healthy community. We are passionate about making a difference and are recognized for our excellence. We offer a respectful and supportive workplace that provides life-long learning opportunities, leadership, innovation and performance excellence.

We are looking for high performing public servants who are interested in experiencing a challenging, rewarding, enjoyable, and fulfilling career. The successful candidate will demonstrate an ability to provide excellent client service in a respectful, courageous, empathetic, just and ethical manner. Your ability to set and achieve personal goals, professional goals and contribute to the goals of the organization will result in high job satisfaction.

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. Oversees part-time facility staff in the absence of a full time staff member. Performs opening and closing duties for facilities using City of Hamilton policies and procedures.

GENERAL DUTIES

Instruct aquatic programs using a pre-determined curriculum, using prepared lesson plans, completing test sheets, report cards and certificates. Teach all levels of aquatic programs.

Perform 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. Enforce rules promptly, fairly and in a positive manner, and educate the patrons in safe swimming habits.

Perform basic pool operational requirements as requested, such as conducting pool tests, assist with backwashing filtration system, vacuuming, keeping a tidy work space, general cleaning of deck, scum ring, guard chairs, equipment and adjoining spaces. Assist with draining and filling pool.

Record actions upon completion of each task.

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

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

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

Perform the surveillance necessary to prevent accidents by administering policies, procedures, rules and regulations governing the conduct of person using the pool(s).

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

Monitor aquatic programs by scanning the pool for emergency situations and act as lead in the absence of the Aquatics/Recreation Supervisor for lifeguard rescues and first aid. Ensure appropriate documentation is completed.

Report known or potential hazards, maintenance concerns, and unsafe conditions immediately to the staff person in charge of facility.

Assist in the implementation and promotion of special events.

Ensure that the lifesaving equipment is maintained, and available in proper order to implement trained rescue procedures.

Ensure all equipment is properly stored at completion of each program.

Provide feedback on aquatic staff performances to full-time staff.

Report staff or customer concerns to full time staff.

In the absence of Full Time Staff, assist with opening, closing, locking and alarming of the facility as required.

Attend meetings, trainings and conditioning sessions as required.

Maintain current certifications according to Public Pool Regulation 565.

Work 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.

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

QUALIFICATIONS

1. Minimum age requirement of 16 years of age.
2. Hold and maintain current certifications:
 - a) National Lifeguard – Pool
 - b) Lifesaving Society Instructor and Swim Instructor
 - c) Standard First Aid with CPR – C
 - d) Aquatic Supervisor
3. Demonstrated experience in an aquatic environment.
4. Holds at least one current advanced aquatics or specialized aquatics certification would be an asset.
5. Knowledge of lifesaving methods and procedures, including first aid and standard resuscitation measures. Must be able to recognize hazardous situations and adopt effective courses of action.
6. Good communication and interpersonal skills.

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