

CITY OF HAMILTON

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

LIFEGUARD I - 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

Reporting to the Aquatics Supervisor, administers, teaches, and provides aquatic instruction and lifeguarding in accordance with City Policy and Procedure Manual, Occupational Health and Safety Act and WHMIS Regulation, Health Protection and Promotion Act - Regulation 565-90 and in the absence of the Aquatics Supervisor, responsible for the safe, organized operation of the pool and aquatic programs and part-time staff.

GENERAL DUTIES

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

Monitors, educates and enforces rules regarding health and pool safety. Enforce rules promptly, fairly and in a positive manner, and educate the patrons in safe swimming habits.

Monitors and performs routine pool maintenance, conducting pool tests, vacuuming, general cleanliness of pool area, equipment and adjoining spaces.

Under the direction of the Aquatics Supervisor, assists with the development and scheduling of daytime, evening and weekend registered and drop in aquatic programs at Recreation and Community Centres.

Instructs classes as assigned as well as preparation of lesson plans and assists in the final evaluation of class participants.

Assists in the development, training, and mentorship of part time Recreation staff and provides feedback on part time staff performance to the Aquatics Supervisor.

Under the direction of the Aquatics Supervisor; assists in the hiring, development and monitoring of non-union part time and seasonal staff, scheduling for non-union part time staff and completes time sheets and necessary correspondence for approval.

Required to work regularly scheduled evening and weekends based on facility operations, public utilization and program delivery. Will be responsible for opening and closing the facility during shifts. Completes and maintains recreational reports and perform basic administrative tasks, such as maintaining pool logs, recording attendance and preparing minor/critical accident reports.

Exercise good public relations, when providing information to the general public concerning programs, schedules and pool rules, receives and addresses concerns and inquiries from patrons and public in a timely fashion.

Provide input into aquatic programming, promotional material and promotes programs and services on site.

Verify revenues and accounts receivable for Recreation Centre during shift.

Assist in the implementation and promotion of special events.

Attend meetings, trainings and conditioning sessions as required.

Maintain current certifications according to Regulation 565-90 section 17, WSIB Regulation 1101.

Ensure that the pool operation is in accordance with Ontario Health Regulations and Department operating and safety procedures and 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 Aquatics Supervisor and/or designate.

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. Previous lifeguarding experience including knowledge of water hazards, lifesaving techniques and ability to recognize hazardous situations.
2. Holds and maintains current certifications:
 - a) National Lifeguard – Pool
 - b) Lifesaving Instructor and Swim Instructor
 - c) Standard First Aid with CPR-C
 - d) Lifesaving Standard First Aid Instructor
 - e) National Lifeguard Instructor
 - f) Aquatic Supervisor Training
3. Effective communication skills and the ability to engage positively with the public.
4. Ability to follow routine verbal and written instructions.
5. Ability to prepare and complete routine administrative paperwork.
6. Knowledge of customer service standards and procedures.
7. Ability to react calmly and effectively in emergency situations.
8. PHCD and Quest 2 certification considered an asset.

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