



NEWPORT NEWS, VA  
CITY OF OPPORTUNITY

JOB DESCRIPTION  
**LEAD LIFEGUARD**  
(RECREATION PROGRAMS DIVISION)  
PARKS, RECREATION AND TOURISM

Human Resources Department  
700 Town Center Drive, Suite 200  
Newport News, VA 23606  
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## GENERAL STATEMENT OF RESPONSIBILITIES

Under limited supervision, this position is responsible for providing a safe, aquatic environment at various pool and beach locations. Serves as lead worker for assigned beach area or pool facilities. Reports to the Aquatics Operations Coordinator.

## ESSENTIAL JOB FUNCTIONS

Conducts patron surveillance at various pool and beach locations; administers CPR/First Aid and performs water rescues as needed; conducts safety inspections of aquatic areas. Enforces pool safety standards and facility operational rules for all individuals using the facilities.

Assists Lifeguard personnel with knowledge of policies and procedures as well as departmental goals and objectives; assists with conducting re-certification classes.

Interacts with the public and others outside the work unit to obtain and provide information and assistance in a variety of circumstances; completes required reports and documentation; assists with incident and accident investigations as necessary.

Performs other duties as assigned.

## PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

## REQUIRED KNOWLEDGE

- Aquatics - Thorough knowledge of patron and aquatics facility safety principles and practices, including a knowledge of the application of life saving and first aid techniques.
- Customer Service - Knowledge of principles and processes for providing customer service.
- Safety - Thorough knowledge of occupational hazards, safety precautions, and safety regulations related to recreational activities and other work related precautions.

## REQUIRED SKILLS

- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with citizens, employees at all levels, representatives from all departments, and citizens.

- Judgement/Decision Making - Uses logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions.
- Computer Skills - Utilizes a personal computer with word processing, spreadsheet, and related software to effectively complete a variety of administrative tasks with reasonable speed and accuracy.

### **REQUIRED ABILITIES**

- Communication - Ability to communicate ideas and proposals effectively to diverse audiences to include preparing and conducting training, preparation of reports, and policies. Ability to listen and understand information and ideas presented verbally and in writing.
- Time Management - Plans and organizes daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.

### **EDUCATION AND EXPERIENCE**

Requires three (3) seasons experience with 1 season of lead or supervisory experience.

### **ADDITIONAL REQUIREMENTS**

Requires satisfactory results from a pre-employment medical evaluation; pre-employment substance abuse testing and is subject to random alcohol and controlled substance testing.

An acceptable general background check to include a local and state criminal history and sex offender registry check.

This position requires the following certifications from the American Red Cross or equivalent agency: First Aid, CPR/AED for the Professional Rescuer, and Waterfront Lifeguarding.

### **PHYSICAL REQUIREMENTS**

- Tasks require the ability to exert moderate, though not constant physical effort.
- Some combination of climbing and balancing to include climbing ladders, stooping, kneeling, crouching, and crawling.
- May involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).
- May occasionally involve heavier objects and materials (up to 100 pounds).

### **SENSORY REQUIREMENT**

- Some tasks require the ability to perceive and discriminate sounds, odors, depth, and visual cues or signals.
- Some tasks require the ability to communicate orally.

## ENVIRONMENTAL EXPOSURES

Performance of essential functions may require exposure to adverse environmental conditions, such as, odor, fumes, wetness, water hazards, temperature and weather extremes, hazardous materials, infectious disease, or rude/irate customers.