



Town of Oro Valley Classification Description

Title: **FACILITY SHIFT LEADER**
Job Code: 2654
FLSA Status: Non-Exempt

Department: Parks & Recreation
Salary Grade: 100

POSITION SUMMARY:

Under general supervision, participates in and oversees subordinate lifeguarding.

ESSENTIAL JOB FUNCTIONS:

- A. Supervises subordinate pool staff and enforces pool rules and regulations.
- B. Ensures the health and safety of employees and patrons.
- C. Provides customer service and answers questions, complaints or concerns.
- D. Responds to emergency situations by performing First Aid, CPR and/or Lifeguard Training Rescues/Techniques.
- E. Maintains cleanliness of pool and facility.
- F. Prepares pool and facility for the opening and/or closing of the day.
- G. Operates and performs preventative maintenance on pool equipment including, but not limited to the pump room.
- H. Searches for and removes safety hazards.
- I. Maintains records, and reports on daily attendance, maintenance, cash receipts, and prepares and verifies cash register amounts.
- J. Performs routine water tests and makes necessary adjustments to pool chemicals.
- K. Must complete and maintain vigilance awareness training standards.
- L. Duties may include seasonal maintenance work such as heavy cleaning, operating hand power tools, painting, light landscaping and operating small machinery.
- M. Regular, daily attendance is an essential function for this position.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Town and Department policies and procedures.
- Knowledge of pool maintenance and operation techniques.
- Knowledge of customer service practices and techniques.
- Knowledge of occupational health and safety regulations and procedures.
- Skill in responding to emergency situations including safely rescuing drowning victims and administering CPR and First Aid.
- Skill in effective verbal and written communication.
- Skill in planning and implementing department and swimming pool practices and procedures.

- Skill in effectively supervising assigned pool staff.
- Skill in resolving customer complaints and concerns.

MINIMUM QUALIFICATIONS:

- A high school diploma or equivalent.
- One (1) year experience as a Lifeguard; OR an equivalent combination of education and experience.
- Must possess at time of application and maintain Lifeguard Training, First Aid, Oxygen Administration, Cardiopulmonary Resuscitation and Automated External Defibrillation certifications.
- Lifeguard Training Instructor certification preferred.
- Successfully complete background investigation.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Occasional exposure to communicable diseases associated with first aid procedures.
- Work is performed in indoor and outdoor environments.