

JOB DESCRIPTION & DUTIES
For the position of
WATER SAFETY SUPERVISOR

The below specifications are intended to present a descriptive list of the range of duties performed by the water safety supervisor. Specifications are not intended to reflect all duties performed within the job but shall represent a reasonable comprehensive list of expectations.

GENERAL SUMMARY:

The Lake Barcroft water safety supervisor is employed under administrative direction of the Lake Barcroft Association board of directors and their appointed representatives, to direct, manage, supervise, and coordinate waterfront beach lifeguarding, lake safety, and emergency rescue activities and procedures at Lake Barcroft, Falls Church, VA during summertime seasonal hours of operation. The water safety supervisor is responsible for the staffing of community beaches, operation and maintenance of rescue equipment and boats, and the enforcement of beach, boating, and water safety rules and regulations. The water safety supervisor shall interact and coordinate assigned activities with designated committees of the Lake Barcroft Association, the Lake Barcroft Watershed Improvement District, the American Red Cross, and other selected organizations, as well as federal, state, and local government agencies, including but not limited to police, fire, and emergency medical services.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

1. Assume management responsibility for waterfront beach lifeguarding and emergency rescue activities and operations at Lake Barcroft, Falls Church, VA during summertime seasonal hours of operation, including staffing of community beaches, operation and maintenance of rescue equipment and boats, and enforcement of beach, boating, and water safety rules and regulations.
2. Manage and participate in the development and implementation of goals, objectives, policies and priorities for water safety programs; recommend and administer water safety policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of lifeguard service delivery methods and procedures in accordance with nationally accepted standards; recommend appropriate service and staffing levels.
4. Plan, direct, coordinate and review the work plan for lifeguard staff; assign all water safety work activities; review and evaluate water safety products, methods and procedures; meet with staff to review productivity and identify and resolve problems.
5. Observe swimmers from a lifeguard tower, beach, rescue craft, or patrol boat; enforce Lake Barcroft Association policies, rules, and regulations governing beach safety and use, boating safety and use, and lake safety, security, and access; warn swimmers and boaters of dangerous or hazardous situations.

6. Respond to various emergencies; take command of and direct rescue situations in coordination with county fire, rescue, and emergency services during summertime seasonal hours of operation; perform water rescues and administer first aid and CPR.
7. Operate and inspect rescue equipment, lifeguard towers, boats and outboards; perform or coordinate preventive maintenance and repairs; recommend a schedule for replacement.
8. Maintain records of lifeguard and emergency rescue activities and operations; investigate complaints and accidents in co-operation with LBA board of directors and county, state, or federal authorities; prepare associated accident, incident and emergency rescue reports.
9. Initiate and conduct various lifeguard training programs in accordance with the standards of the United States Lifeguard Standards Coalition, the United States Lifesaving Association, the American Red Cross, and Fairfax County, Virginia including but not limited to open water surveillance and rescue practices, spinal injury management training, first aid and resuscitation training, missing swimmer and basic under water search training, and general physical fitness training; Conduct staff meetings and inservice training at a minimum once weekly.
10. Initiate and ensure a successful learn to swim program in accordance with the standards of the American Red Cross; Directly supervise and manage the coordinator of swim instruction and any other personnel charged with the implementation of this program; Ensure proper guidance and training of swim instructors; Ensure proper management and documentation of necessary authorized provider records.
11. Select, train, motivate and evaluate seasonal lifeguard personnel; provide or coordinate staff training and recertification; establish guidelines for and ensure the wearing of a universally recognized lifeguard uniform; work with employees to correct deficiencies; recommend and implement discipline and termination procedures in co-operation with the Lake Barcroft Association Beach and Water Safety committee chairperson.
12. Initiate and ensure the proper and sufficient placement of water safety and rescue equipment prior to the opening of beaches for swimming; Recommend and establish boundaries for safe swimming. Initiate and ensure the collection, inventory and storage of equipment, boats, and outboards at the end of the current operational season.
13. Participate in the development of budgets and forecasts of funds needed for staffing, equipment, materials, and supplies; manage and administer the water safety staff payroll budget, monitor water safety equipment expenditures in conjunction with the water safety equipment budget; recommend and implement as directed adjustments to water safety expenditures.
14. Serve as liaison for waterfront beach lifeguard operations; explain rules and regulations governing use and access to community common properties; provide information about beach conditions; participate in the negotiation and resolution of sensitive and/or controversial

issues pertaining to lifeguard operations, beach, and lake use.

15. Attend and participate in Lake Barcroft Association meetings as directed; stay abreast of new trends and innovations in the field of waterfront lifeguarding; stay informed of community events, programs, initiatives, and concerns; be knowledgeable of community communication media.
16. Perform related duties and responsibilities as required and/or directed by designated agents of the Lake Barcroft Association.

OTHER FUNCTIONS & EXPECTATIONS:

- Work as a team player with other members of the aquatic staff, including other lifeguards, managers, and aquatic instructors. Recognize your role as an employee of the community association. Foster a working relationship with other community organizations such as the Lake Barcroft Watershed Improvement District, the LBA Maintenance and Improvement Committee, the Lake Barcroft Women's Club, Delfino Landscaping, and the LBA board of Directors.
- Maintain a professional appearance and demeanor, including abiding by uniform requirements.
- Daily Exercise. Maintain the fullest level of professional training and physical stamina.
- Be an ambassador to the community. Greet all visitors; resident and non-resident, politely and positively. Use family appropriate language at all times.
- Restrict access to the lake, its beaches, and common properties to properly identified residents and their guests.
- Ensure reasonable cleanliness and aesthetic appearance of assigned common properties. Attend to trash receptacles as required.
- Inspect, clean, and maintain safety, communication, and utility equipment.
- Ensure the protection and security of wildlife while safeguarding patron wellbeing.
- Attend to duties and responsibilities of the waterfront beach lifeguard.

QUALIFICATION GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

At least five years of increasingly responsible lifeguarding experience including two years of supervisory responsibility. Waterfront experience is desired with at least one season at Lake Barcroft preferred.

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in waterfront beach lifeguarding, water rescue, or a related field.

Licenses and Certificates:

- Possession of a valid Class C Driver's License with a safe driving record.
- Possession of a clear background check with an employer vender of choice.
- Possession of an appropriate, valid deep water lifeguard certificate with first aid and professional rescuer CPR endorsements.
- Possession of an appropriate and valid safe boater's card.
- Possession of, or ability to obtain, an appropriate, valid Emergency Responder Card or Emergency Medical Technician certificate within the season of employment.
- Possession of, or ability to obtain, an appropriate, valid Water Safety Instructor card, CPR Instructor card, and Waterfront Lifeguard Instructor card within one year of employment.

Knowledge of:

- Basic operations, services and activities of a waterfront beach lifeguard program.
- Principles and practices of waterfront beach lifeguarding and water safety.
- Current methods and techniques of first aid and CPR.
- Appropriate safety precautions and procedures within the area of supervision.
- Operational characteristics of various waterfront lifeguarding and emergency rescue equipment and watercraft.
- Pertinent federal, state, county, and community codes, laws, policies, rules, and regulations.
- Lifesaving standards of the United States Lifeguard Standards Coalition, the United States Lifesaving Association, the American Red Cross, and Fairfax County, Virginia
- Basic principles of freshwater eco-systems and ecology management.

Ability to:

- Swim with endurance and proficiency at a level necessary to perform the duties of a waterfront beach lifeguard.
- Perform waterfront beach lifeguarding duties.
- Respond to emergency situations and administer first aid and CPR as necessary.
- Perform emergency water rescues.
- React calmly and effectively in emergency situations. Works well under pressure.
- Make reasonable and rational decisions.
- Operate and maintain lifeguard and emergency rescue equipment in an efficient manner.
- Direct groups of people.
- Enforce applicable community rules and regulations fairly and consistently.
- Respond to requests and inquiries from the general public.
- Communicate clearly and concisely, both orally and in writing.
- Understand and carry out oral and written instructions.
- Establish and maintain effective relationships with those contacted in the course of work.
- Maintain physical endurance and agility necessary to perform job functions

PHYSICAL DEMANDS & WORKING CONDITIONS:

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Productivity:

- Must perform work in an efficient, effective and timely manner with minimal direction.

Physical Requirements:

- Ability to lift a person off the bottom and out of the water (average weight 175 lbs).
- Ability to push, pull, or lift 20 pounds (frequently), 50 pounds (occasionally), and 150+ pounds (rarely).
- Perform all physical skills required for waterfront lifeguard, first aid, and CPR certifications and in-service trainings.
- Ability to stand or sit for long periods of time in varying outside air temperatures and climate conditions.
- Must be comfortable in sand and turbid lake water.
- Must have corrected vision (20/20) sufficient to distinguish objects at a distance of no less than 100 yards and distinguish color.
- Must have sufficient hearing to perform the duties of the job.
- While performing duties of this job, employee is occasionally required to climb or balance; jump, stoop, kneel, or crouch.
- Ability to safely climb to and exit from heights up to 10 feet.
- Ability to walk, run, jump, or stand on uneven terrain.
- Ability to work from unstable watercraft.
- Must exercise daily and otherwise maintain peak physical endurance.

Work Environment:

The water safety supervisor is required to work alongside lifeguards at a private freshwater lake and its five beaches where he/she is exposed to inclement weather conditions, often with insufficient protection from the sun. Hazards may be presented by naturally occurring and regularly changing conditions such as water temperature, debris, and, uneven sand. Work is outside in and around turbid fresh water.

Other Factors:

The water safety supervisor may be required to work extended hours including evenings, weekends, and holidays. The water safety supervisor may be called upon for after-hours emergency resource management within the season of employment as a part of his/her scope of employment. As a salaried employee, extra compensation will not be considered for these circumstances, however when extra funds are available duties beyond the expected 40 hour/week minimum will be considered for the award of a post season bonus.

