



## JOB DESCRIPTION

<b>Title</b>	Maintenance Lifeguard / Instructor	<b>Pay Grade</b>	A05 - Outside
<b>Department</b>	Community Services	<b>Location</b>	Aquatic & Fitness Centre
<b>Supervisor</b>	Recreation Supervisor	<b>Reviewed</b>	November 2023

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### Nature and Scope of Work

Under the direction of the Director of Community Services, the Maintenance Lifeguard / Instructor reports on day-to-day operations to the Recreation Supervisor. As a member of the aquatic leadership team, the full time Maintenance Lifeguard/Instructor is responsible for leading and implementing the Summerland Aquatic & Fitness Centre maintenance program as well as providing aquatic staff responsibilities (lifeguarding, swim lessons, aquatic program instruction, cashiering, etc.).

### Duties

1. As a member of the Aquatic leadership team, coach and mentor aquatic staff and provide day-to-day support, guidance and leadership of the aquatics staff team as required.
2. Assist the Head Lifeguard in coordinating and implementing regular aquatic staff in-service training sessions.
3. Provide maintenance program training to staff.
4. Coordinate and implement shut down maintenance projects.
5. In consultation with the Recreation Supervisor and Head Lifeguard, ensure the Pool Safety Plan is updated as required.
6. Ensure the health and safety of patrons and staff; follow up with supervisory staff as required.
7. Provide day-to-day customer service as required.
8. Assist with creating and updating aquatic policies and procedures.
9. Assist the Head Lifeguard to implement pool special events.
10. Implement Lifeguard-Instructor responsibilities as required including:
  - Lifeguarding and first aid
  - Instructing programs, lessons and aquafit
  - Cashiering and customer service
11. Coordinate the facility maintenance program overseeing daily, weekly, monthly and annual maintenance requirements and documentation.
12. Operate, adjust and maintain all Aquatic Facility mechanical equipment and maintain daily log.

13. Provide support to the Facilities Maintenance Lead Hand in more complex facility maintenance tasks and projects including chlorine tank changes once fully trained.
14. Responsible for backwashing filters, testing and maintaining water chemistry, dumping and filling hot tub, vacuuming pool basin, disinfecting pool deck, and other related tasks.
15. Performing miscellaneous maintenance in and around the building including fitness room equipment.
16. Monitor maintenance supplies and follow up with Recreation Supervisor on purchases.
17. Perform janitorial maintenance such as cleaning washrooms, washing and waxing floors, vacuuming, emptying garbage cans, washing windows, cleaning the fitness room, etc.
18. Perform other related duties as required.

### **Required Skills and Knowledge**

1. Skills and experience supervising/leading staff and demonstrated team building skills.
2. Excellent communication and customer service skills.
3. Ability to adapt to a work environment with ongoing changes.
4. Strong organizational and computer skills.
5. Aptitude, agility and strength to do the required work of this position.
6. Strong understanding of pool operations.
7. Demonstrated understanding of health and safety requirements in an aquatic environment.
8. Knowledge and experience of pool mechanical maintenance, pool chemistry, and equipment repair servicing and operation.
9. Knowledge and experience in pool and facility janitorial work.
10. Basic knowledge of maintenance of air conditioners, furnaces and pumps.
11. Strong swimmer; in excellent physical condition.

### **Required Qualifications**

1. Current Lifesaving Society National Lifeguard Award, Pool Option.
2. Current AMOA Certification or willing to obtain.
3. Current Lifesaving Society Swim Instructor (to instruct the Swim for Life program) .
4. Aquafit Certification or willing to obtain.
5. Aquatic Emergency Care or Standard First Aid CPR 'C'.
6. Pool Operators I and II
7. Must meet Provincial Health Act requirements.
8. Ability to pass and maintain a Police Information Check including the vulnerable sector section.
9. Valid B.C. Driver's License (Class 5).
10. Chlorine Handlers Certificate or willing to obtain.

11. Experience in operating and maintaining public recreation swimming pools and previous experience as a Lifeguard Instructor or equivalent and cashier experience.
12. Upper Level Training Certification (National Lifeguard Instructor and Swim Instructor Trainer, First Aid Instructor/Examiner etc.) and Fitness Instructor training (ie BCRPA or equivalent) would be an asset.

**Remuneration and Hours of Work**

1. Remuneration in accordance with Schedule 'A' of the CUPE Collective Agreement.
2. Non-normal shift: 40 hours a week scheduled as required for operations which could include a combination of daytime, evening and weekend hours.