

## City of Bellingham

### Classification Specification

CLASS TITLE	Certified Aquatic Leader
DEPARTMENT	Parks And Recreation
UNION:	1937
SG:	2
CS:	Y
FLSA:	Y
EE04CODE:	PP

#### **NATURE OF WORK:**

This position is responsible for basic public interaction with pool patrons and students, customer service, team leadership, lifeguarding, swimming instruction, first aid and maintenance. The Certified Aquatic Leader provides facility supervision at the Aquatic Center and City-owned beaches in the absence of full-time staff and Recreation Instructors.

#### **DISTINGUISHING CHARACTERISTICS:**

The Certified Aquatic Leader classification is distinguished from the higher classified position of Recreation Instructor by the Recreation Instructor's responsibility for planning, promoting and implementing programs and activities.

#### **SUPERVISORY RELATIONSHIPS:**

Reports to Aquatics Manager. Receives daily direction from the Recreation Coordinator - Aquatics. Works under the guidance of City and departmental policies and procedures. May provide training to temporary and regular non-benefited staff. Leads work of regular non-benefited staff, in the absence of full-time staff.

#### **ESSENTIAL FUNCTIONS:**

1. Lifeguards facility, program and patrons, identifying potential safety concerns and preventing accidents. Provides lifesaving skills, first aid, and CPR when necessary.
2. Conducts high-quality swim lessons, American Red Cross training courses and aerobic classes to all levels and age groups.
3. Provides supervision of the facility and leads staff in the absence of the Aquatics Manager, Recreation Coordinators, and Recreation Instructors.
4. Cleans locker rooms, staff areas, beaches, and natatorium. Takes chemical tests and sanitizes pool after contamination incidents.
5. Attends monthly in-service trainings and assists with those trainings as needed.

6. Completes all paperwork related to swim lessons, lifeguarding duties, and other assigned duties.

#### **ADDITIONAL WORK PERFORMED:**

1. May assist with training and evaluating temporary and regular non-benefited staff.
2. May assist Recreation Instructors or Recreation Coordinators with planning programs and activities.
3. Performs other related work of a similar nature and level.

#### **KNOWLEDGE AND SKILLS:**

- Ability to provide quality instruction to participants of all ages and abilities.
- Ability to work effectively as a team member or independently, depending upon assignment.
- Ability and willingness to remain flexible to changes in situations and schedules.
- Ability to remain alert and maintain a high level of awareness of surroundings at all times.
- Strong interpersonal skills to work with and motivate participants and staff.
- Strong oral and written communications skills.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job to include:
  - Swim 300 yards continuous using 100 yards crawl stroke, 100 yards breast stroke and 100 yards crawl or breast stroke;
  - Swim 20 yards and retrieve 10-pound object from 6 feet and return 20 yards holding object at surface with both hands placing object on deck and climbing at side of pool within 1 minute and 40 seconds;
  - Recover 10-pound object from 12 feet in dive tank and place object on deck;
  - Tread water for 2 minutes using legs only with arms crossed on chest;
  - Recover manikin from bottom of pool and remove from water;
  - Perform 1 minute of CPR on manikin recovered from water.
  - Hearing and speaking to exchange information, dexterity of hands and fingers to operate pool maintenance equipment, visual ability to read and analyze chemical tests, ability to sit or stand for extended periods of time, ability to kneel, crouch, or bend at the waist to conduct tests, lift patrons, or materials of 50 lbs.

#### **WORKING ENVIRONMENT:**

Work is performed year-round in a humid indoor Aquatics Center and outdoors during the summer months at City-owned beaches. Employees often walk on wet or slick surfaces around pool area and waterfront areas.

#### **EXPERIENCE AND TRAINING REQUIREMENTS:**

- Must be at least 18 years of age.
- Minimum of 1200 hours experience instructing Learn to Swim classes and lifeguarding.

### **NECESSARY SPECIAL REQUIREMENTS:**

- Employment contingent upon passing a criminal convictions check, child and adult abuse records check and local background check.
- Must pass a pre-employment skills test, including but not limited to:
  - Swim 300 yards continuous using 100 yards crawl stroke, 100 yards breast stroke and 100 yards crawl or breast stroke;
  - Swim 20 yards and retrieve 10-pound object from 6 feet and return 20 yards holding object at surface with both hands placing object on deck and climbing at side of pool within 1 minute and 40 seconds;
  - Recover 10-pound object from 12 feet in dive tank and place object on deck;
  - Tread water for 2 minutes using legs only with arms crossed on chest;
  - Recover manikin from bottom of pool and remove from water;
  - Perform 1 minute of CPR on manikin recovered from water.
- Must pass pre-employment drug screening.
- Ability to secure within one month of hire and maintain current certifications throughout employment in the following:
  - Lifeguarding
  - First Aid
  - CPR/AED for the Professional Rescuers
  - Administering Emergency Oxygen
  - Bloodborne Pathogens Training
  - Water Safety Instructor, required
  - Lifeguard Training Instructor, required
- Failure to obtain and maintain required certifications within the timeline specified will result in demotion to a lower classification for which qualified, until such time as required certification is achieved or termination if not qualified for a lower class.
- Must be willing to work a flexible schedule including evenings and weekends with a minimum availability of 1 shift per week.

**PREPARED BY:** L. Jacobson  
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10/17

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Parks and Recreation Director

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06/21  
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6/22

**COMMISSION ADOPTION:** June 8, 2022