



## JOB DESCRIPTION

<b>Title</b>	Maintenance Lifeguard/Instructor	<b>Pay Grade</b>	Aquatics Positions-Hourly
<b>Department</b>	Recreation Department	<b>Location</b>	Aquatic & Fitness Centre
<b>Supervisor</b>	Recreation Supervisor	<b>Reviewed</b>	July 2019

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### Nature and Scope of Work

Under the direction of the Recreation Manager, 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. Coordinate the facility maintenance program overseeing daily, weekly, monthly and annual maintenance requirements and documentation.
2. Provide maintenance program training to staff.
3. Operate, adjust and maintain all Aquatic Facility mechanical equipment and maintain daily log.
4. Provide support to the Facilities Maintenance Coordinator in more complex facility maintenance tasks and projects including chlorine tank changes.
5. Perform janitorial maintenance such as cleaning washrooms, washing and waxing floors, vacuuming, emptying garbage cans, washing windows, cleaning the fitness room, etc.
6. Responsible for backwashing filters, testing and maintaining water chemistry, dumping and filling hot tub, vacuuming pool basin, disinfecting pool deck, and other related tasks.
7. Performing miscellaneous maintenance in and around the building including fitness room equipment.
8. Coordinate and implement shut down maintenance projects.
9. Assist the Lifeguard Instructor II in coordinating and implementing regular aquatic staff in-service training sessions.
10. 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.
11. Monitor maintenance supplies and follow up with Recreation Supervisor on purchases.
12. In consultation with the Recreation Supervisor and Lifeguard Instructor II, ensure the Pool Safety Plan is updated as required.

13. Ensure the health and safety of patrons and staff; follow up with supervisory staff as required.
14. Provide day-to-day customer service as required.
15. Assist with creating and updating aquatic policies and procedures.
16. Assist the Lifeguard Instructor II to implement pool special events.
17. Implement Lifeguard-Instructor responsibilities as required including:
  - Lifeguarding and first aid
  - Instructing programs, lessons and aquafit
  - Cashiering and customer service
18. Perform other related duties as required.

### **Required Skills and Knowledge**

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

### **Required Qualifications**

1. Current Lifesaving Society National Lifeguard Award, Pool Option.
2. Current Red Cross Water Safety Instructor.
3. Aquatic Emergency Care or Standard First Aid CPR 'C'.
4. Pool Operators I and II
5. Must meet Provincial Health Act requirements.
6. Ability to pass and maintain a Police Information Check including the vulnerable sector section.
7. Valid B.C. Driver's License (Class 5).
8. Chlorine Handlers Certificate or willing to obtain.
9. Experience in operating and maintaining public recreation swimming pools and previous experience as a Lifeguard Instructor or equivalent and cashier experience.

10. Upper Level Training Certification (National Lifeguard Trainer and Water Safety Instructor Trainer, Standard First Aid Trainer etc.) and Fitness Instructor training (ie BCRPA or equivalent) would be an asset.

**Remuneration and Hours of Work**

1. Remuneration in accordance to Schedule 'A' of the CUPE Collective Agreement.
2. Non-normal shift; 35 hours a week scheduled as required for operations which could include early mornings, evening and weekends (currently scheduled for Tuesdays through Saturdays 2:00-10:00 pm).