**CITY OF FLAGSTAFF**

Flagstaff is the largest community in the high country and is the county seat for Coconino County, the largest county in the United States. A historic Route 66 town, Flagstaff is ideally located at the juncture of Interstate 17 and Interstate 40. Though still reflecting a small town atmosphere, it maintains a selective growth plan with new expansion programs underway.

The City of Flagstaff is Northern Arizona’s Employer of Choice! Our City government is devoted to enhancing the quality of life of our citizens and the experience of the many visitors who are attracted to Northern Arizona.

**COMPENSATION**

* Arizona State Retirement System (ASRS)
* Group insurance including health, dental, and vision coverage
* Deferred compensation plan
* Life Insurance, Accidental Death & Dismemberment and Voluntary Life Insurance
* Long-term disability through ASRS and voluntary short- term disability
* Paid vacation and sick leave
* 11 paid holidays including a floating holiday
* Wellness program
* Voluntary Purchase Day Program
* Uniform Allowance
* Vera Whole Health Clinic

**Are you looking to begin a career with the Parks and Recreation Section? Start in Aquatics by becoming a Head Lifeguard! Team Flagstaff is looking for a customer service-oriented individual with current lifeguarding certifications, experience teaching swim lessons, and working in a and around an aquatics facility.**

**Date Posted: June 28, 2019**

**Vacancy No: 070-19-02**

**Position Title: Head Lifeguard**

**Division / Section: Public Works/Recreation/Parks/Cemetery**

**Position Status: Full Time; FLSA Non-Exempt; Tenure & Benefit Eligible**

**Work Week: 40 hours per week; Shifts will rotate including early mornings, nights,**

**weekends, and some holidays between the hours of 6 AM - 9 PM**

**based on facility needs**

**Salary Range: $12.8736 Per Hour**

**Closing Date: July 19, 2019**

Actively supports and upholds the City’s stated mission and values. Under direct supervision from the Recreation Coordinator and/or Recreation Supervisor, employees of this class provide lifeguard and swimming instruction duties associated with the Aquatics program. In addition to all Lifeguard duties, a primary responsibility of the Head Lifeguard is to lead the activities of the temporary/seasonal Pool Manager, Water Safety Instructor, and Lifeguard Instructor positions.

**ADMINISTRATIVE DUTIES**

* Supervisory: This job has responsibility for leading and monitoring the work of temporary and seasonal aquatics employees but does not supervise.
* Budgetary: This job does not have budgetary responsibilities but carries out day-to-day activities within approved budget.
* Strategic Planning: This job does not have strategic planning responsibilities but carries out day-to-day activities in order to reach the stated goals and objectives.
* Policies/Procedures: This job carries out day-to-day activities in accordance with established policies and procedures.
* Compliance: This job carries out day-to-day activities in accordance with Federal, State, and Local laws, rules, and regulations as well as City policies and procedures.
* Council Communications: This job carries out day-to-day activities in accordance with Council’s adopted priorities and direction.
* Reporting: This job does not have duties related to reporting to Federal/State/Local agencies.

**EXAMPLES OF THE WORK PERFORMED (ILLUSTRATIVE ONLY)**

* Provides excellent customer service to both internal and external customers.
* Monitors the activities of patrons in the pool area. Ensures guest activities are in compliance with City recreation rules and safety standards.
* Leads the activities of the Pool Manager and Lifeguard Instructor temporary employees.
* Performs rescue and life-saving techniques, including administering basic first aid and CPR, as needed.
* Monitors the condition of the swimming pool and ensures that the facility and equipment is safe and usable.
* May clean the pool, deck, and locker room areas. Includes contact with household chemicals and pool testing kits.
* Set up pool recreation area daily, ensuring safe environment for patron; Close pool and clean pool area, including proper set up for next day.
* May demonstrate, teach, and lead swimming instruction.
* Assist Recreation Coordinator and/or Recreation Assistant with supervisory duties: report completion, filing, scheduling, programming, training, collecting fees & other related duties as required.
* Assists with planning and implementing Aquatics special events.
* May run errands for the city of Flagstaff and transport patrons in City-owned vehicles.
* Other duties as assigned.

**MINIMUM REQUIREMENTS**

* High school diploma or G.E.D.
* Current American Red Cross Lifeguard Training certificate.
* Current American Red Cross First Aid and CPR certificates.
* Or any combination of education, experience, and training equivalent to the above Minimum Requirements.

**DESIRED EXPERIENCE AND TRAINING**

* Some experience as a Lifeguard.
* Some experience teaching swimming at all levels (beginner to advanced) and age groups.
* Competitive swimming experience.
* Some experience with adaptive aquatics.
* Some experience leading the work of others.

**OTHER REQUIREMENTS**

* Must possess, or obtain upon employment, a valid Arizona driver’s license.
* Obtain American Red Cross certification for Lifeguard Instructor within one year of hire.
* Obtain American Red Cross certification for Water Safety Instructor within one year of hire.
* Ability to work split shifts, weekdays, weekends and/or evenings as assigned.
* Pre-employment background investigation and pre-employment drug/alcohol screening.
* Regular attendance is an essential function of this job to ensure continuity.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (ILLUSTRATIVE ONLY)**

* Ability to perform lifeguard duties according to American Red Cross and City of Flagstaff standards.
* Knowledge of swimming techniques and Aquatics equipment.
* Ability to administer first aid and CPR.
* Ability to work effectively with patrons, supervisor, co-workers, and public.
* Basic knowledge of pool sanitation and chemical testing regulations.
* Skill in swimming instruction and ability to instruct both groups and individuals.
* Knowledge of proper emergency response tactics.
* Safety hazard identification and injury prevention ability.
* Skill in leading the work of others.
* Ability to schedule staff and manage scheduling issues.
* Recordkeeping/report writing ability.
* Skill in conducting meetings and ability to organize the work of others.
* Thorough knowledge of and skill in CPR and First Aid techniques.
* Effective communication skills.
* Program/event development and assessment abilities.
* Skill in training staff identifying areas of needed improvement.
* Knowledge of basic office equipment and ability to utilize office equipment to perform essential job functions.
* Skill in managing time and prioritizing responsibilities.
* Ability to focus for extended periods of time, including monitoring the activities of a large group of patrons and quickly identify potential safety risks.
* Proficient computer literacy skills, including knowledge of Microsoft Office Suite applications (Word, Excel, Publisher, Outlook).
* Ability to interact with public in a firm, effective and respectful manner.

**PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT**

* While performing the duties of this job, the employee is frequently required to stand, walk, use hands to finger/handle/feel, reach with hands and arms, talk or hear; the employee is regularly required to sit, climb or balance; and the employee is occasionally required to stoop, kneel, crouch, or crawl, taste or smell.
* The employee must frequently lift and/or move up to 25 pounds, regularly lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds.
* Vision requirements for this position include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
* Working conditions include frequent exposure to fumes or airborne particles and regular exposure to outdoor weather conditions. The employee is occasionally exposed to wet or humid conditions (non-weather); working near moving mechanical parts; working in high, precarious places; toxic or caustic chemicals; and risk of electrical shock.
* The noise level in the work environment is usually loud.

**PRE-EMPLOYMENT REQUIREMENTS**

* There are no pre-employment physical requirements for this position.
* Pre-employment testing requirements for this position include: Fingerprints, Drug & Alcohol (non-regulated).
* There are no pre-employment vaccination requirements for this position.

**CLASSIFICATION INFORMATION**

* Range 2, A-1-1 FLSA non-exempt

**TO APPLY ONLINE:**

In order to apply for this position, you will have to fill out a City of Flagstaff application on our website. Visit our website to apply or for more information on this position and other opportunities. You will find complete job descriptions, requirements and application information at: [**http://www.flagstaff.az.gov/jobs**](http://www.flagstaff.az.gov/jobs)

**NOTE: Applications are due to the Human Resources department by 4PM on the closing date regardless of the postmarked date.**

**TO APPLY IN PERSON:**

Applications are available and can be turned in at:211 W. Aspen Ave., Flagstaff, AZ 86001

Call our general information line at (928) 213-2090 or (800) 463-1389 to request an application by mail. Fax your resume to (928) 213-2089 or E-mail: [human.resources@flagstaffaz.gov](mailto:human.resources@flagstaffaz.gov)

**Additional information about current and open job vacancies can also be found by calling our job line at (800) 463-1389.**

The City of Flagstaff is an Equal Opportunity/Affirmative Action employer.

All qualified applicants will receive consideration for employment without regard to race, color,

religion, sex, national origin, disability, age, or protected Veteran status.

**AmeriCorps, Peace Corps and other national service alumni are encouraged to apply.**

**Paid Holidays** • **Paid Vacation Days** • **Paid Sick Days** • **Health/Dental/Life/Vision Insurance**