

**HEAD LIFEGUARD – JOB DESCRIPTION  
DEPARTMENT OF RECREATION  
TOWN OF MASHPEE, MASSACHUSETTS**

**SUMMARY**

The purpose of this position is to assist the Beach Superintendent and Assistant Recreation Director as required in all matters pertaining to beach operations, staffing and to respond to, investigate and take appropriate actions regarding complaints or issues involving the beach at which they are assigned. The Head Lifeguard is expected to have direct contact and oversight of Lifeguards and Gate Attendants. The Head Lifeguard is further expected to appropriately enforce stated personnel policies and procedures outlined in the Beach Staff Handbook in addition to regulations as established by Mashpee by-laws or laws adopted by the Commonwealth of Massachusetts. The Head Lifeguard shall be responsible for the planning, implementation and assistance in the arrangements for; adequate safety and training, beach-related equipment, parking, transportation, clean-up of beaches and adjacent parks, and public access. The Head Lifeguard will support the mission of the Recreation Department.

**SUPERVISION**

*Supervision Received:* Beach Superintendent, Recreation Director and Assistant Recreation Director

*Supervision Given:* Lifeguards and Gate Attendants

**JOB ENVIRONMENT**

Work is performed at the beach, and in all seasonal weather conditions. The weather conditions may be uncomfortably hot or cold. Periodically the person in this position is subjected to stress of other individuals and the volume and/or rapidity with which tasks must be accomplished. Requires continuous concentration and composure during emergencies and/or high volume periods. Seasonal activity requires weekend and Holiday scheduling and availability.

Requires the operation of a telephone, two-way radio, emergency equipment and communication equipment.

Makes frequent contact with the general public, police officers, other agencies internal and external to Town government, communication frequently is by telephone and two-way radios.

**ESSENTIAL FUNCTIONS**

*[The general duties and essential functions listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.]*

1. Explains applicable statutes and by-laws which regulate the control of parking and beach access, use of Town of Mashpee regulated beach recreational areas; advises individuals on specific state laws, town by-laws, codes and rules or regulations regarding such use or access; issues verbal warnings to violators and prohibits unsafe activities.
2. Communicates orally and in writing effectively to co-workers, superiors, and the general public. Demonstrates courtesy and respect in such communication that exemplifies integrity, trust, dignity and professionalism.
3. Assures that the waterfront area is cleaned upon arrival and when leaving observes all conditions. Makes certain that all portable restroom units are clean and properly maintained. Reports any problems that may need immediate attention to the Beach Superintendent.
4. Wears uniform and equipment assigned to him/her and in a manner prescribed by the Recreation Director and/or Assistant Recreation Director. Responsible for making sure staff are presentable and in uniform before shift begins.
5. Maintains daily log of beach activities, all first aid supplies, and equipment inventory.
6. Implements plan of standard practice for ensuring the security, cleanliness, safety and convenient access of the beaches for use by visitors. Implements, with assistance from Beach Superintendent, an emergency procedure for areas of the beach site. This procedure is thoroughly and effectively communicated to all beach personnel; including Gate Attendants and Lifeguards.
7. Coordinates daily lifeguard schedules and daily tower/chair assignments, as well as breaks and lunch. Directly supervises the lifeguard staff at their assigned beaches.
8. Refers all complaints to Beach Superintendent or Assistant Recreation Director if Beach Superintendent is unavailable; maintains good public relations.
9. Assists and participates in staff orientations pre-season training and testing, mock rescues, in-service training, daily and weekly conditioning, and administrative record keeping.
10. Reports all accidents immediately to the Beach Superintendent, Assistant Recreation Director or Recreation Director. Also maintains clear written records pertaining to any situations requiring action.
11. Must be available to work Saturdays, Sundays and Holidays.
12. Performs similar or related work as required or as the situation dictates.

## **ERRORS AND OMISSIONS:**

Errors could result in the significant delay or loss of service; physical and/or mental injury, have legal ramifications and create monetary loss.

## **MINIMUM QUALIFICATIONS**

Education, Training and Experience: High School Graduate, minimum age requirement is 18 years old, current certificate in American Red Cross Lifeguard Management, two (2) years in a supervisory or leadership position preferred. Must be familiar with all applicable state and local regulations, and have a valid U. S. Driver's License.

### Knowledge, Skills and Abilities:

*Knowledge:* Considerable knowledge of practices and techniques relating to accepted lifeguard procedures and practices. Knowledge of relevant Town of Mashpee by-laws, policies and regulations for access and recreational use of beaches.

*Skill:* Must possess LGT, Professional Rescuer CPR and First Aid certifications, Waterfront Lifeguard Certification; supervisory experience preferred.

*Ability:* Ability to effectively and tactfully communicate with others; ability to develop and maintain harmonious relationship with others; ability to supervise others, conduct training, evaluate performance, enforce any discipline procedures when required; must be able to calmly and reasonably assess complex situations under pressure and to deal with caustic people in an appropriate manner; must be able to resist being drawn into confrontational situations, and able to exercise authority in a prudent and impartial manner, dependable under pressure. Ability to prepare detailed reports which include findings and recommendations pertinent to programming.

Physical Requirements: Strenuous physical effort generally required. Frequently required to spend several hours standing, sitting and walking in various weather conditions. Physical mobility required such as bending, reaching, pulling, stooping and lifting objects which weigh fifty (50) pounds or more.

Special Requirements: The applicant must be a minimum of age eighteen (18). The applicant must possess or acquire and maintain a valid Commonwealth of Massachusetts operator's license (class D) to drive a motor vehicle. The applicant must be a U.S. Citizen and have no felony convictions in a criminal record.

### **Preferred Requirements:**

- Water Safety Instructor Certified

Progressive responsible experience in lifeguarding, water safety and beach/waterfront management preferred, but not required.

*CPR and Basic First Aid certification is required upon appointment.*

**Possession of valid driver's license; must be able to successfully pass comprehensive background check.**

Adopted: March 2017

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