

# COUNTY OF SANTA CRUZ

INVITES YOU TO APPLY FOR:



## HEAD LIFEGUARD – Extra Help

**SUPPLEMENTAL QUESTIONNAIRE REQUIRED**

**Open and Promotional**

**Job # 22-GK3-01**

**Salary: \$17.89 - 18.62 / Hourly**

**Plus \$2.00 / Hour Extra Help Differential**

Swim Lesson Instructors (Lifeguard Instructors) receive a differential of \$1.25/Hour

**Closing Date: Continuous**

**THE JOB:** Under supervision, supervise, train, schedule and evaluate the staff assigned to a swimming facility; perform lifeguard and related duties; provide swimming instruction; manage the operation of pools or other swimming facilities; organize, motivate, assist with hiring; schedule and evaluate the staff; ensure that safety standards, sanitary requirements and regulations are enforced; prepare and maintain routine reports on staff and operations; prepare staff schedules; supervise the care and maintenance of swim lesson and lifesaving equipment; inventory equipment and supplies; enforce water safety rules and regulations; perform rescues; perform first aid and resuscitation; act as a liaison between the public, staff, and office personnel; suggest program improvements; supervise routine maintenance; plan and facilitate staff meetings and in-service training; handle registration and general daily functions of an aquatics facility; assist supervisors as requested and notify them of disturbances, emergencies and staff performance problems; open and close swimming facilities; assist in the planning, organization, set up and tear down of accommodations for special events and facility rentals; and perform other duties as required.

**THE REQUIREMENTS:** 520 hours of lifeguard experience and 260 hours of swimming instruction experience.

**SPECIAL REQUIREMENTS:** Possession of a current American Red Cross Lifeguard Training Certificate and a current CPR Certificate. \*

**\*Acceptable Lifeguard and CPR Certifications include:**

American Red Cross Lifeguarding/First Aid/CPR/AED

**OR**

American Red Cross Lifeguarding/First Aid

**With**

The American Red Cross CPR for the Professional Rescuer.

**OR**

The American Heart Association Basic Life Support (BLS) for the Healthcare provider.

**OR**

The American Red Cross CPR – AED for Lifeguards

**Post employment certifications required within six months of hire:**

1. Oxygen Administration Course AND Santa Cruz County Instructor Training Program.  
**OR**  
American Red Cross Water Safety Instructor (WSI)  
**AND**
2. Attain one of the following:
  - First Aid for Public Safety Personnel (Title 22)
  - ARC Emergency Responder
  - First Responder**OR**
  - Emergency Medical Technician (EMT).**OR**
  - American Red Cross Water Safety Instructor (WSI)

**You must submit a copy of each certificate you possess with your application in one of the following ways:**  
email ([personnel@santacruzcounty.us](mailto:personnel@santacruzcounty.us)) / fax (831-454-2240) / or bring the copies to the Personnel Department.

**IF HIRED, APPLICANTS UNDER 18 YEARS OF AGE MUST SUBMIT A WORK PERMIT. STUDENTS CAN OBTAIN WORK PERMITS FROM THE ADMINISTRATION OFFICE AT THEIR SCHOOL.**

**Background Investigation:** Fingerprinting is required for persons 18 and older.

**SPECIAL WORKING CONDITIONS:** Exposure to variable temperatures and weather conditions; strong and unpleasant odors and fumes such as chlorine; noise from children; allergens such as poison oak, pollen, and bee stings; pool chemical fluctuations which might cause irritation to eyes and skin; and the possibility of administering first aid which may involve exposure to infections which might cause chronic disease or death.

**Other Requirements:** Availability to work days, early mornings, late evenings and weekends; may be required to furnish identification badges, uniforms, and Red Cross training materials.

**Knowledge:** Working knowledge of swimming hazards; lifeguard training techniques; first aid and Cardiopulmonary Resuscitation (CPR) and the techniques and principles of swimming instruction. Some knowledge of supervision and evaluation of staff; and principles of diversity and inclusion.

**Ability to:** Remain vigilant and act quickly in making rescues and rendering aid; perform rescues under difficult conditions; enforce water safety standards and departmental regulations; instruct staff in department policies and the enforcement of rules; supervise staff in programs including, but not limited to: Lap Swim, Masters Swim, Water Exercise, Swim Team practices, Recreation Swim, Swim Lessons, Water Polo, Private Parties and special facility events; provide leadership and motivate staff; train and evaluate staff; maintain effective relations with the public and staff; communicate effectively with public and staff; independently make decisions; read, understand and explain County policies and procedures; maintain records and periodic reports; perform simple arithmetic calculations to make change; maintain a clean and safe work area, which may include monitoring pool chlorine levels; accept constructive criticism and direction from supervisors; motivate program participants; effectively deal with stressful and emergency situations; swim 300 yards continuously per lifeguard training prerequisites; tread water for two minutes per lifeguard training prerequisites; perform tasks requiring physical strength and/or stamina to effectively rescue victims, administer first aid and CPR; perform work which involves frequent lifting, pushing and pulling of heavy objects; hear and distinguish a variety of sounds in a noisy environment such as participants in need of assistance, whistles, or co-workers requesting assistance in a rescue effort; see program participants in need of assistance from any distances;

Speak loudly to warn program participants of impending danger; and successfully complete all training provided by the department.

**THE EXAMINATION:** Candidates meeting minimum requirements will be forwarded to the Parks and Recreation Department for a performance assessment of lifeguard skills covered in the American Red Cross Lifeguard Training Course and a determination of employment duties (pass/fail). Candidates must have the American Red Cross Lifeguard Training and CPR Courses completed by the date of the performance assessment. Eligibility will be valid for up to one year.

**HOW TO APPLY:** Apply online at [www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com) or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

**Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.**

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

### **HEAD LIFEGUARD - SUPPLEMENTAL QUESTIONNAIRE**

These supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. **Employment experience referred to in your responses must also be included in the Employment History section of the application. Please respond to the following topics:**

1. Provide the total number of hours of your lifeguard experience.
2. Provide the total number of hours of your instructor experience.
3. List any lifeguard, water safety, CPR or First Aid certificates that you hold. Include the issue date and the expiration date for each certificate. **Submit a copy of each certificate to the County Personnel Department by the final filing date of this recruitment.**
4. List any lifeguard, water safety, CPR or First Aid classes in which you are currently enrolled. Include the scheduled completion date for each class, the name of the agency where the class is offered and the agency phone number for verification of your enrollment.

**EMPLOYEE BENEFITS:** This recruitment is for extra-help (temporary) employment that is of limited duration. Extra-help employees are used for employment on short-term projects; on a seasonal basis to meet recurrent work peaks; employment on an as-needed basis to meet peak workload, emergency, or other unusual situations. Extra-help employees cannot work more than 999 hours in a fiscal year and are covered by Social Security.

**Note: Provisions of this bulletin do not constitute an expressed or implied contract.**

County of Santa Cruz

[www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com)

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