



Town Council Agenda Report

SUBJECT: Resolution

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TITLE OF AGENDA ITEM: A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, REVISING THE CLASS SPECIFICATION FOR THE POSITION OF POOL LIFEGUARD IN THE FEDERATION OF PUBLIC EMPLOYEES BLUE COLLAR CLASSIFICATION PLAN.

REPORT IN BRIEF: The current job description for Pool Lifeguard requires as a minimum requirement High School graduation. Prior to 1993, the job description did not have this requirement. Since 1993, it has been extremely difficult to fill lifeguard positions. Eliminating the requirement of High School graduation and changing the requirement to age 16 with proper lifeguard certification would provide a larger candidate base. A survey of South Florida municipalities indicates the majority of municipalities use age 16 as the minimum requirement for pool lifeguards. Therefore, it is requested to eliminate the High School graduation requirement and change age requirement to 16.

PREVIOUS ACTIONS: Not Applicable

CONCURRENCES: Not Applicable

FISCAL IMPACT:
Not Applicable

RECOMMENDATION(S): Motion to approve the Resolution

Attachment(s): Resolution, Job Description

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, REVISING THE CLASS SPECIFICATION FOR THE POSITION OF POOL LIFEGUARD IN THE FEDERATION OF PUBLIC EMPLOYEES BLUE COLLAR CLASSIFICATION PLAN.

WHEREAS, it is in the best interest of the Town of Davie to revise the Minimum Training and Experience for the position of Pool Lifeguard in the Federation of Public Employees (FPE) Blue Collar Classification Plan.

WHEREAS, the Pool Lifeguard class specification in the FPE Blue Collar Classification Plan needs to be revised to reflect such change.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Pool Lifeguard class specification in the FPE Blue Collar Classification Plan is hereby amended as attached hereto as "Exhibit A".

SECTION 2. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2000.

MAYOR/COUNCILMEMBER

ATTEST:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 2000.

POOL LIFEGUARD

GENERAL STATEMENT OF JOB

Under general supervision, performs supervisory and instructional work at Town's public swimming pool. Is responsible for safety of pool patrons and swimming lessons. Reports to Facility Manager, Head Pool Lifeguard or designee.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Supervises activities of pool patrons, ensuring safety in and around pool.

May teach beginning and advanced classes in swimming; tests swimming students for skill attainment.

Performs various duties associated with maintaining the pool facility in a clean and safe condition.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Age sixteen years of age and any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

SPECIAL REQUIREMENTS

Possession of current license/certification from the National Pool and Waterpark Lifeguard Training Program and CPR/First Aid certification.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including general office equipment, pool maintenance equipment, basic first-aid supplies, etc. Must be able to exert up to 100 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or 10 pounds of force constantly to move objects. Physical demand requirements are those for Medium to Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

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Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read a variety of reports, correspondence; etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including lifesaving and water safety, first-aid, and chemical terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using office and emergency medical equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress and in emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone and two way radio.

PERFORMANCE INDICATORS

Knowledge of Job: Has general knowledge of the principles, practices, teaching techniques, and safety skills of lifesaving and swimming. Has general knowledge of the rules, regulations, and policies of an aquatics program and pool facilities. Has general knowledge of basic first aid and CPR procedures. Has general knowledge of usage, potential hazards and safety precautions associated with chemicals used in pool maintenance. Is able to swim well and teach various levels of swimming classes. Is able to exercise independent judgment and initiative in providing appropriate swimming instructions for swimmers with varying levels of skill. Is able to exercise tact, courtesy and firmness are required in frequent contacts with the general public. Is able to communicate effectively both orally and in writing.

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Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all Town departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Illustrative Examples of Work."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountability. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the Town.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and Town benefit. Contributes to maintaining high morale among all Town employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the Town and project a good Town image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the Town. Interacts effectively with fellow employees, supervisors, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.