



Town of Pincher Creek – Recreation Department

JOB DESCRIPTION

Senior Guard 1 & 2

JOB TYPE: Casual, Part Time and/or Full Time

RESPONSIBLE TO: Aquatic Coordinator, Recreation Manager

DIRECT SUBORDINATES: Junior Guard, Front Desk Cashier

SCOPE AND PURPOSE OF POSITION:

Under the direction of the Co-ordinator of Aquatic Services the Senior Guard is responsible for providing a safe, clean, friendly environment in which Pool patrons may enjoy all aspects of aquatics. This person will assist with the operation and maintenance of the facility, and in the absence of the Aquatics Coordinator, may assume the duties of this position.

DUTIES & RESPONSIBILITIES:

- **PROVIDE EXCELLENT CUSTOMER SERVICE**
 - work with all staff to define and provide excellent customer service
 - maintain open communication with patrons and staff
- **LIFEGUARDING DUTIES AS ASSIGNED**
 - perform on deck duties as lifeguard
 - monitor patrons in pool and wading area
 - conduct and log frequent patron head counts and compare to attendance figures
- **PROVIDE PROFESSIONAL INSTRUCTION TO PATRONS**
 - swimming lessons
 - aquatic programs
- **INITIATE EMERGENCY RESPONSE AND ADMINISTER FIRST AID TO STAFF AND PATRONS AS REQUIRED**
 - administer first aid as required
 - request outside emergency assistance as required
 - document all incidents/injuries and forward to Aquatics Coordinator
 - direct other staff members during emergency situations
- **ENSURE THAT MAINTENANCE AND CLEANING IS CARRIED OUT AS SCHEDULED**
 - record all maintenance and cleaning on appropriate log sheet
 - conduct frequent walk arounds to monitor cleanliness and safety inside and outside the building
 - keep the pool deck area in a clean and tidy state
 - keep the staff room and first aid room in a clean and tidy state

Created 06/10

Revised 03/15

Revised 03/21

Revised 09/23



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Senior Guard 1 & 2

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- ensure supervision of assigned tasks are being completed ie, daily, weekly, monthly maintenance
 - ENSURE THAT ALL EQUIPMENT IS MAINTAINED IN A CLEAN, SAFE OPERATING CONDITION
 - ensure all safety equipment is in satisfactory condition
 - ensure that all equipment used by patrons is in clean, safe operating condition
 - ENSURE A SAFE WORK ENVIRONMENT FOR STAFF
 - be familiar with and follow all safety rules
 - notify Aquatic Coordinator immediately of any safety concerns
 - document any near misses and incidents
 - ENSURE A SAFE ENVIRONMENT FOR PATRONS
 - enforce and adhere to all safety rules on deck and in change rooms
 - instruct patrons in the safe use of equipment
 - document any near misses and incidents
 - SAFE OPENING AND CLOSING OF FACILITY
 - ensure building is secure before opening and closing of building
 - do not leave facility until all patrons have exited
 - lock up (for closing) and unlock (for opening) all doors, latches and locks
 - designated Senior Guard only
 - BE FAMILIAR WITH AND ADHERE TO ALL POLICIES AND PROCEDURES
 - COVID-19
 - ASSIST IN MAINTAINING WATER QUALITY AT PRESCRIBED LEVELS
 - perform basic water tests and record
 - adjust chemical levels as required (including Sodium Bicarb)
 - conduct filter back washes as required
 - vacuum pool as required
 - ASSIST WITH FACILITY OPERATIONS AND MAINTENANCE
 - report any irregularities to the Multi-Purpose Facility Co-ordinator
 - record any matters of concern for follow up
 - assist with general maintenance duties as directed by the Multi-Purpose Facility Co-ordinator
 - ASSIST WITH ADMINISTRATIVE DUTIES AS DIRECTED BY SUPERVISOR
 - record facility deck attendance on a regular basis

Created 06/10

Revised 03/15

Revised 03/21

Revised 09/23



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- ASSUME RESPONSIBILITY FOR THE BUILDING OPERATIONS IN THE ABSENCE OF MANAGEMENT AND SUPERVISORS
 - ASSIST WITH SUPERVISION/ORIENTATION/TRAINING OF STAFF AS REQUIRED
 - provide feedback in a positive and supportive manner
 - ATTEND MEETINGS AS REQUIRED
 - in service training
 - staff meetings
 - ASSIST WITH FRONT DESK DUTIES when applicable
 - ADVISE AQUATIC COORDINATOR WHEN SUPPLIES ARE REQUIRED
 - IN ABSENCE OF COORDINATOR OF AQUATIC SERVICES, ASSUME DUTIES OF THEIR POSITION
 - WRITE/SUBMIT REPORTS AS REQUIRED
 - MAINTAIN PROFESSIONALISM IN ALL ASPECTS OF WORK
 - ASSIST WITH EMERGENT OR UNFORSEEN DUTIES AS REQUIRED

Employee Signature

Date

Supervisor Signature

CAO: _____

A. Lucas

Date: _____

Sept 11th, 2023

Created 06/10
Revised 03/15
Revised 03/21
Revised 09/23



JOB DESCRIPTION

Senior Guard 1 & 2

Senior Lifeguard Training Checklist

- ☐ Review of all Safe Work Practices for Junior and Senior Lifeguard/Instructor Duties
- ☐ Opening Procedures – Alarm Code, password, doors to unlock, what to do if staff member does not show up.
- ☐ Closing Procedures – Alarm Code, doors to lock, when is appropriate to leave
- ☐ SCADA (monitoring system) – what to do if in alarm, how to check what the current chemical levels are, how to change settings, when to call Recreation Manager or MPF Co-ordinator
- ☐ How to raise and lower pH
- ☐ How to raise and lower Cl₂
- ☐ How to raise and lower alkalinity
- ☐ When and how to fill the pool and hot tub
- ☐ How to troubleshoot if chlorine is too high or too low
- ☐ How to trouble shoot if pH is too high or too low
- ☐ Ensuring maintenance procedures are being completed properly on each shift
- ☐ Ensuring all safety measures (e.g. PPE) are being observed at all times for each particular job
- ☐ Filling out of all incident forms/accident forms correctly for each incident
- ☐ How to deal with a pool contamination
- ☐ Basic overview of the mechanical room – what to look for, (sight, smell, sound test), what valves do what etc...
- ☐ How to check the level of chlorine in chlorine room
- ☐ How to add chlorine to 'Acutab' system
- ☐ How to check acid level
- ☐ How to change acid barrel
- ☐ How to check temperature of pool – manually and in mechanical room
- ☐ How to manually vacuum the pool
- ☐ Proper cash in and cash out procedures
- ☐ Knowledge of proper guard paths and swimmer to guard ratios
- ☐ Dealing with staff who are unfit to work
- ☐ How to shut-off/turn on the hot tub, pool and jet pumps

Employee Signature

Date

Supervisor Signature

Created 06/10

Revised 03/15

Revised 03/21

Revised 09/23