

## CITY OF LINCOLN WATER SAFETY INSTRUCTOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION:**

Under the direct or general supervision of the Recreation Coordinator, performs a variety of duties to supervise the pool, decks, and additional areas of an aquatic facility; and provides swimming instruction.

### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Maintain constant surveillance as assigned to safeguard swimmers from drowning and other accidents.
- Maintain discipline and orderly conduct among patrons and enforce all pertinent City pool rules and regulations in order to maintain a safe environment.
- Promote and enforce water safety procedures; effect swimming rescues; render first aid and CPR as required.
- Assist in the planning, promoting and organizing of prescribed Red Cross programs and special events.
- Perform pool facility maintenance functions as required.
- Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.
- Prepare and maintain accurate and up-to-date records and reports.
- Conduct classes at all participant levels (beginning through advanced) and supervise students and swim lesson aide(s).
- Prepare daily lesson plans for assigned swim instruction classes.
- Perform related duties as assigned.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Perform heavy manual labor; learn to operate a variety of equipment; work with tools related to recreational maintenance. The position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The incumbent needs to have the ability to hear and speak for purposes of communication. The position also requires both near and far vision when administering programs and operating equipment. The need to lift, carry and push equipment and supplies weighing 25 pounds or more is also required. The incumbent in this outdoor position works in all weather conditions, including wet, hot, and cold.

**QUALIFICATIONS:**

The following are minimal qualifications necessary for entry into the classification.

**Experience and Training:**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

No experience required. Must be at least 15 years of age at the time of employment. Must obtain a work permit if under the age of 18.

**License or Certifications:**

- Possession of a current American Red Cross Water Safety Instructor (WSI) Certificate by date of appointment.
- Possession of a current American Red Cross CPR/AED for the Professional Rescuer certificate by date of appointment.
- Possession of a current American Red Cross Title 22 First Aid for Public Personnel certificate by date of appointment.
- Possession of a current American Red Cross Lifeguard Training certificate by date of appointment.

**KNOWLEDGE, SKILLS AND ABILITIES:** *(The following are a representative sample of the KSAs necessary to perform essential duties of the position.)*

**Knowledge of:**

Principles and techniques of swimming instruction for various age groups; principles and practices of water safety and swimming rescue techniques; proper stroke mechanics; principles and techniques of CPR and first aid; practices and methods of public relations and customer service; and techniques and principles of effective interpersonal communication.

**Skills to:**

Receive direction and follow oral and written instructions; be reliable, dependable, creative, and enthusiastic; and develop effective working relationships with fellow city employees, children, and parents.

**Ability to:**

On a continuous basis, know and understand operations and observe safety rules; walk; swim with proficiency and endurance; render life saving measures; interpret policies and procedures, and explain operations and problem solve issues for the public and with staff; supervise groups of swimmers; intermittently set up equipment, move and carry supplies and equipment; lift or carry weight of 45 pounds or less; prevent accidents and conduct effective rescues; understand and translate City policies and practices into everyday working practices; make sound decisions and solid problem-solving methods;

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respond to emergency situations in a calm and effective manner; administer first aid and CPR; prepare reports, course records, and lesson plans; maintain accurate and up-to-date records; work outdoors in a variety of weather conditions; understand and carry out written and oral directions; communicate tactfully with customers; communicate effectively and concisely, both orally and in writing; promote and enforce safety procedures including proper use of equipment; and establish and maintain effective working relationships with those contacted in the course of work.

**FLSA:** Nonexempt  
**Employee Group:** Seasonal/Temporary  
**Adopted:** 04/29/2025