

## EAST BAY REGIONAL PARK DISTRICT

### AQUATIC ASSISTANT

#### GENERAL FUNCTION

Under supervision, to assist with the delivery of lifeguard services and aquatic programs according to the mission of the District's Aquatic Services Unit.

#### ESSENTIAL FUNCTIONS

The essential functions of this position include: assists in planning, developing, conducting and overseeing a wide range of lifeguard training, including emergency medical services, water safety, and lifeguard operations; assists in planning and conducting District staff training in emergency medical services; assists with development and administration of aquatic recreation programs and promotional efforts; assists in supervising lifeguards and aquatic programs staff; provides lifeguard and medical equipment to field sites; assists in evaluating medical, rescue and training reports as a quality assurance function; compiles statistics from medical, rescue, training, time card and lifeguard operation records; assists in responding to aquatic emergencies; maintains equipment; assists with scheduling; assists with recruiting efforts.

#### OTHER FUNCTIONS AND DUTIES

Other tasks related to this role will include: makes public presentations; lifeguards as required; may participate in and/or direct SCUBA searches; performs related duties as assigned.

#### MINIMUM QUALIFICATIONS

Education: Equivalent to the completion of the twelfth grade; AND

Experience: Twelve months of full-time experience in open water lifeguarding with increasing responsibility in dealing with administrative and operational oversight, AND

Certifications: Cardio-Pulmonary Resuscitation For The Professional Rescuer (CPR/FPR) provider certificate from the American Red Cross or American Heart Association or equivalent, AND First Aid certificate that meets the State of California Health and Safety Code (Title 22) requirements, AND Lifeguard Training certificate from the American Red Cross or equivalent.

OR AN EQUIVALENCY OF EDUCATION AND EXPERIENCE

#### DESIRABLE CERTIFICATIONS

Water Safety Instructor (WSI) certificate from the American Red Cross or equivalent, Lifeguarding Instructor certificate from the American Red Cross or equivalent, Emergency Medical Technician (EMT) certificate or equivalent, and SCUBA certification by a nationally recognized certifying agency.

#### KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of water safety and lifeguarding; ability to swim 550 yards in 10 minutes or less on an annual basis; ability to operate and maintain lifesaving equipment and boats; ability to walk, run, jump, climb, swim, sit, lift and carry equipment up to 60 pounds; lift overhead and balance equipment up to 40 pounds; work outdoors in the sun for long periods of time. Ability to understand

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and apply departmental policies, procedures and protocols, and pertinent local and state regulations relating to lifeguard operations and emergency procedures. General knowledge of modern office practices and procedures including computer applications. Working knowledge of principals and practices of aquatic program administration, both open water and pool. Good command of English usage, spelling, grammar and punctuation. Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal and external customers.

SPECIAL CONDITIONS OF EMPLOYMENT

This position is required to wear a prescribed District uniform; work unusual hours, including weekends and holidays; work an on-call schedule and carry a pager. Must maintain required certifications in a current status. Must be able to pass a District medical exam and background check with fingerprinting. A valid California driver's license is a condition of initial and continued employment in this classification.

REPORTS TO: Aquatic Supervisor

Employment Category: AFSCME, Local 2428, Monthly Salary Range Effective 1/1/07: \$4,140.93 - \$4,480.67  
Adopted by Board: December 19, 2006  
Board Resolution #2006-12-297  
Approved by General Manager: January 29, 2007  
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