



## Position Description

<b>Job Title</b>	Beach Manager
<b>Department</b>	Parks and Recreation
<b>Employment Status</b>	Seasonal - Full time
<b>Exempt/Non Exempt Status</b>	Nonexempt

### Scope of Work

This is a “working supervisor” position that supervises the lifeguards and water safety instructors at the City’s public beach.

The position also oversees the daily functions at the beach, and is responsible for conducting season opening, closing, and scheduling

### Supervision

<b>Received</b>	Director of Parks and Recreation; Beach Coordinator
<b>Exercised</b>	Supervises up to twenty seasonal beach employees

**Essential Job Functions** The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- In coordination with the Beach Coordinator, oversee life guards and water safety instructors (between ten and twenty staff).
- Conduct seasonal opening of the beach, such as preparing equipment, working with the City park’s crew to ensure beach and beach house are ready for the season, and stringing out safety buoys.
- Assist with assigning guard duties and beach scheduling.
- Handle patron complaints and patron violations.
- Oversee beach incidents and incident reporting to the City Human Resources Coordinator.
- Teach swim lessons (if WSI certified).

<ul style="list-style-type: none"> <li>• Mandatory condition swimming.</li> <li>• Conduct seasonal closing of the beach, such as clean and storing equipment/the beach house and ordering supplies for the following season.</li> </ul>	
<b>Other Job Functions</b>	
<ul style="list-style-type: none"> <li>• Performs related duties as assigned.</li> </ul>	
<b>Requirements of Work</b>	
Graduation from high school, plus supervisory experience; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:	
<b>Knowledge of</b>	<ul style="list-style-type: none"> <li>• Department policies, procedures and services.</li> <li>• The use and operation of computers and general office equipment.</li> </ul>
<b>Ability to</b>	<ul style="list-style-type: none"> <li>• Interpret and apply Department and City policies and procedures as they apply to beach operations and personnel administration.</li> <li>• Understand and carry out instructions.</li> <li>• Plan, assign and supervise the work of others.</li> <li>• Establish and maintain safe working practices and procedures.</li> <li>• Establish and maintain effective working relationships with City departments, supervisors, coworkers and the general public.</li> <li>• Perform light to heavy physical tasks under varying weather conditions and work environments.</li> </ul>
<b>Skill in</b>	<ul style="list-style-type: none"> <li>• Oral and written communications.</li> <li>• The safe operation of maintenance tools, equipment, machinery and vehicles.</li> </ul>
<b>Necessary Special Requirements</b>	
Possess or obtain Lifeguard Certification (prior to May of seasonal year); Possess or obtain Water Safety Instructor Certification (City will provide); ability to pass a criminal background check.	
<b>Physical Demands</b>	
<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> <li>• Work is performed both outdoors and in an office setting; hand-eye coordination is necessary to operate computers, various pieces of office equipment, vehicles and beach equipment.</li> <li>• Specific vision abilities required by this job include close vision, prolonged visual concentration, and the ability to adjust focus.</li> <li>• While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk, and hear; smell; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.</li> </ul>	

- The employee may be exposed to adverse weather and other unpleasant conditions, including extreme heat, cold, wetness, and humidity.
- The employee must occasionally lift and/or move in excess of 50 pounds.