


City of Fernandina Beach
Job Description


City Manager Signature

11/8/18
Date

Title: Ocean-Rescue Supervisor
Department: Fire
FLSA Status: Non-Exempt
Reports to: Deputy Chief
Pay Grade: 129

Minimum Qualifications

A. Education and Experience:

Must possess high school diploma or GED, or currently be a student.

Must be at least 18 years of age.

Must have completed a minimum of one season as an Ocean-Rescue Lifeguard I, one season as an Ocean-Rescue Lifeguard II, and one season as an Ocean-Rescue Lifeguard III.

Must meet the qualifications of USLA Open Water Lifeguard.

Must meet the minimum USLA requirements for Open Water Lifeguard Instructor (1000 Hours of Service).

B. Certifications:

Certified as successfully completing the Fernandina Beach Fire Department Division of Ocean-Rescue 40 hour recruit academy.

Must possess a valid First Aid and CPR certificate.

Must possess and maintain American Heart CPR/First Aid Instructor

Florida Certified Emergency Medical Technician (EMT) or Paramedic

Must possess USLA PWC Operator certification.

Valid Florida driver's license required.

16 Hour Emergency Vehicle Operators Certification

C. Knowledge, Skills, and Abilities:

Candidate must complete pre-employment physical and ability test consisting of the following:

1. 500 meters (550 yards) swim without equipment that enhances buoyancy or propulsion in 10:00 or less

2. Tread water 5:00 minutes

3. Underwater swim 15 yards

4. Dive and retrieve object from a depth of 7-10 feet

Must have knowledge of USLA standards and procedures for lifeguards, knowledge of lifesaving techniques and procedures, and knowledge of proper safety and health procedures and precautions.


Must possess the ability to swim strongly and handle frightened victims in water.

Knowledge of public beach accesses and address layouts along the beach is required.

Must possess strong leadership/management skills.

Effective oral and written communication skills required.

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General Description

Coordinates and supervises operations of Ocean-Rescue lifeguard program, functioning in a specialized staff capacity. Prepares and maintains records, schedules staff, and ensures proper maintenance of equipment. Trains and supervises beach lifeguards in the performance of lifeguard operations. Work is performed under the general supervision of the Deputy Chief.

Essential Functions

1. Instructs all beach guards in lifeguard training and recruit academy. Evaluates and recommends for hire all Ocean-Rescue Lifeguards I, II and III.
2. Responsible for the training and assignment of all divisional Lifeguard III personnel.
3. Manages and arranges recruitment events.
4. Directs in-service training for lifeguards.
5. Provides supervision, coaching, and guidance to lifeguards.
6. Prepares and submits work schedules. Verifies attendance and hours worked for all lifeguards and completes timesheet reports for submission to fire department administration.
7. Responds to all water-related emergencies; rescues victims in distress.
8. Performs CPR and first aid as necessary.
9. Monitors ocean conditions and implements flag warning system.
10. Maintains signs at beach accesses and replaces as needed.
11. Sits for extended periods in a stand while relieving lifeguards, while monitoring the ocean.
12. Assists the public in a courteous and helpful, yet firm manner; helps ensure beach rules and regulations are being followed.
13. Hosts water safety presentations and educational programs for the public.
14. Operates department vehicles in a safe and courteous manner.
15. Reads and interprets manuals to ensure safe and efficient operation of equipment; ensures equipment is assigned and maintained in a ready condition.
16. Professionally and courteously responds to all telephone calls and assists callers appropriately.
17. Prepares and maintains correspondence, reports, and other documents. Sorts and files correspondence, reports, and other documents.
18. Attends and participates in administrative meetings as required.
19. Complies with OSHA Safety and Health rules.
20. Reports needs for supplies, equipment, or improvements to assigned facilities.
21. Monitors allocated budget for the Division and makes budgetary recommendations.
22. Evaluates and recommends new or revised operational procedures.
23. Provides recommendations for revisions to City Beach Ordinances and assist with public enforcement.
24. Serve on and provide input on any beach related committee or advisory groups.
25. Assist with the Fire Department Marine Rescue Division with training and operations.
26. Develop and maintain Junior Guard Program.
27. Performs other duties as assigned.

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Essential Physical Skills

Must possess the ability to swim strongly and handle frightened victims in water, and the ability to swim 500 meters over a measured course in ten minutes or less.

Must have above average physical endurance and possess adequate vision, hearing acuity, physical ability and stamina to perform the duties of an open water lifeguard.

Acceptable eyesight and hearing (with/without correction), sitting, walking, running, standing, kneeling, bending, climbing, swimming, heavy lifting and carrying (up to 100 lbs.).

Reasonable accommodations will be made for otherwise qualified individuals with a disability.

Environmental Conditions

Works outside in various weather conditions with exposure to ultra-violet radiation for extended hours on a daily basis. Swims in the ocean and river in sometimes hazardous currents and with dangerous marine life. Works inside of an office environment occasionally.

Key Competencies: Professional knowledge, Safety, Energy, Attention to Detail, Interpersonal skills, Communication (oral and written).