

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 1560500

Director Water Safety, Grade 23

Brief Description of Class Series

This position oversees the water safety program and related facilities, including filtration systems, within the State's parks system. The position also administers and oversees the conduct of water-related activities in the areas of lifeguard staffing, operation of bathing facilities, equipment, uniforms, and functions as liaison with other agencies.

This position is classified at the Office of Parks, Recreation & Historic Preservation.

Distinguishing Characteristics

Director Water Safety: one position class; directs the agency's water safety program; supervises permanent or seasonal positions assigned to the program; provides statewide guidance and training to a variety of permanent and seasonal positions directly involved with the agency's water safety program.

Related Classes

Water Safety Coordinators are seasonal positions responsible for the water safety program in an assigned region.

Illustrative Duties

In overseeing this program, the position plans and submits an annual water safety budget.

Compiles, analyzes, and prepares an annual agency-wide water safety report.

Establishes and reviews procedures for regional water safety reports.

Directs the Basic First Aid Training Program for the agency.

Coordinates the conduct of Advanced First Aid training, water safety training and certifications, lifeguard practical skill assessments.

Prepares special reports and performs special projects relating to water safety operations at the agency.

Coordinates and oversees lifeguard staffing for the agency.

- Sets standards and makes recommendations for staffing patterns of lifesaving personnel at various bathing facilities; ensures that pertinent safety standards are adhered to, and that the size and layout of bathing facility, hours of operation, usage and other bathing facility needs are evaluated and considered.
- Participates in the recruitment of a diverse workforce through the preparation of press releases, posters for lifeguard training and testing requirements, and recommends appropriate recruitment campaigns.
- Develops standards, practical water safety and CPR testing procedures; oversees the administration of the qualification process including on-site auditing of each region for compliance; monitors and analyzes test results; determines testing deficiencies; manages appeals of failed candidates including the review of qualifying technicians, conduct of qualification procedures and related factors; and oversees cooperative qualifications programs with the Department of Environmental Conservation and municipalities.
- Prepares and revises comprehensive water safety manuals on policy, administration and technical data for lifeguards, and administrative and supervisory staff; develops and coordinates physical and operational training programs for lifeguards and regional staff; organizes and participates in seminars on conduct of lifeguard qualification programs for regional staff.

Oversees the bathing facilities.

- Regularly conducts audits of bathing facilities, including inspection of pumps, filters, chlorine levels, ventilation, placement of buoys, signage, positioning of lifeguard stands, water quality equipment, lifeguard performance and safety protocols; reports findings to regional and executive staff, including recommended changes; takes immediate corrective action, including closing facilities, in situations where danger exists; conducts investigations of serious accidents and drownings, and reports findings.

Works in coordination with the Department of Health for incidents related to death by apparent drowning at agency swimming facilities.

- Analyzes and determines training needs; coordinates statewide pool filtration seminars, in concert with other regulatory and partner agencies, such as the

Department of Health and the American Red Cross; develops seminar agendas, engages speakers, oversees logistical matters, lectures, and prepares a post-evaluation of training.

Determines uniforms and equipment.

- Verifies the validity of regional uniform requests; writes specifications and ensures that products meet required standards; distributes uniforms to regions and maintains an inventory and accounting ledger of such uniforms; keeps a small supply of uniforms on hand for emergency distribution.
- Determines equipment needs based on site visits and regional requests; oversees the distribution of appropriate equipment.

Coordinates and communicates with State agencies, non-profits, and other jurisdictions on the development of lifeguard and water safety standards, and on clarification and interpretation of existing policy.

Provides technical and programmatic assistance to the agency's engineering staff and to other municipal and private organizations on the design and layout of new bathing facilities, or rehabilitation of existing facilities.

Participates in internal and external committees involved in all phases of water safety, including making policy recommendations.

Represents the agency in assisting the Department of Health with the revision of existing regulations or with the formulation of new ones; identifies areas of concern and advises Executive staff on the impact of new regulations; testifies as expert witness in court cases related to water safety; speaks before groups and at various conferences on water safety and related activities; and writes articles on water safety for publication.

Minimum Qualifications

Open-competitive: bachelor's degree and three years of experience managing a major aquatic or water safety program, including responsibility for both beaches and pools, one year of which must have been at a supervisory level. A master's degree in any field may be substituted for one year of the required general experience.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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