

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

Classification Standard

Occ. Code 1560600

Water Safety Coordinator, NS 1560600

Brief Description of Class Series

Water Safety Coordinators are seasonal positions responsible for the water safety program in an assigned region. The position also oversees the conduct of water-related activities in the areas of lifeguard staffing, operation of bathing facilities, and equipment.

Positions in this series are usually classified at the Office of Parks, Recreation & Historic Preservation.

Distinguishing Characteristics

Water Safety Coordinator: under the general direction of a Regional Safety Manager, Park Operations Manager, or Park Director the Water Safety Coordinator oversees regional water safety activities on a seasonal basis

Related Classes

Director Water Safety administers and oversees the conduct of water-related, regulated swimming activities in the areas of lifeguard staffing, operation of bathing facilities, equipment, and uniforms.

Illustrative Tasks

Water Safety Coordinator

Assists in recruiting, testing, hiring and training of water safety personnel; reviews certifications and documents for acceptability.

Assists facility managers with selecting, onboarding, and scheduling lifeguards; ensures that all midseason and end of season evaluations are completed and collected.

Develops a pre-season orientation program and presents that program to all the region's lifeguards.

Recommends necessary action to achieve the safest and most efficient operation of the regional bathing facilities and ensures that an effective in-service training program is maintained and if necessary, conducts the training.

Performs regular inspections of all regional aquatic facilities; ensures that all paperwork is properly completed and collected from each park on a daily, monthly, and seasonal basis to be filed with the Regional Office and Agency Water Safety Unit.

Ensures that all end of season reports are collected and stored appropriately and copies are sent to the Director of Water Safety.

May assist police and the State Director of Water Safety with investigations of serious accidents and submersions.

Assists and advises regional/park representatives regarding purchases of water safety equipment and review facility equipment needs for the region.

May offer recertification courses to aid in retention.

Communicates on a regular basis with facility managers and regional safety manager, in addition to, the regional director, Assistant Regional Director and the Director of Water Safety as needed or requested.

Performs other water safety duties as assigned.

Minimum Qualifications

Water Safety Coordinator

Open Competitive: Certification as a Waterfront Lifeguarding Instructor (Red Cross or equivalent**)

**Acceptable equivalent programs would include those that provide candidates with New York State Department of Health recognized certifications.

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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