

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

Tentative Classification Standard

Occ. Code 156030

Water Safety & Instruction Assistant, Grade 8	1560300
Water Safety & Instruction Supervisor 1, Grade 12	1560310
Water Safety & Instruction Supervisor 2, Grade 14	1560320

Brief Description of Class Series

Positions in this series coordinate, oversee, and administer the water safety program and aquatic recreational programs at Riverbank State Park. Incumbents develop recreational programs and supervise pool patrons. These positions are only found at the Riverbank State Park, a recreational complex in Manhattan operated by the Office of Parks, Recreation, and Historic Preservation. All positions in this title series are in the non-competitive jurisdictional class.

Distinguishing Characteristics

Water Safety & Instruction Assistant: non-competitive; leads recreational programs and instructs classes for pool patrons; performs traditional lifeguarding duties; may supervise seasonal lifeguard staff.

Water Safety & Instruction Supervisor 1: non-competitive; shift-supervisor; ensures appropriate supervisory coverage for all hours of operation of the pool complex; oversees hiring and training of staff including seasonal lifeguards.

Water Safety & Instruction Supervisor 2: non-competitive; coordinates and supervises the water safety program, aquatic recreational programs, and pool operations.

Related Classes

Lifeguards supervise an assigned area of a beach or pool and have the direct and primary responsibility for the supervision, safety, and protection of patrons. These positions ensure that all rules and regulations that apply in swimming areas are observed by patrons using the facility and are responsible for preventing accidents and rescuing distressed swimmers.

Illustrative Tasks

Water Safety & Instruction Assistant

Assists with planning water safety drills and training programs.

Supervises pool patrons and ensures patrons are aware of and follow all pool rules; informs patrons of rule violations and removes persistent violators; and promotes good public relations and water safety education by answering patron questions, encouraging compliance with pool rules, and participating in lifeguarding and water safety demonstrations.

Responds to swimmers in distress and initiates appropriate rescue procedures, and when necessary, directs an orderly evacuation of the pool in response to emergency situations and notifies appropriate staff.

Assesses condition of water-related areas and equipment, ensuring that equipment is serviced and replaced as needed.

Assists in maintenance of pool area.

Prepares incident and daily activity reports.

Supervises seasonal lifeguard staff, including organizing scheduling and training.

Coordinates and leads recreational programming, such as organized games, competitive events, exercise fitness programs, special events, learn to swim programs, water sports programs, and clinics.

Water Safety & Instruction Supervisor 1

Assists the Water Safety & Instruction Supervisor 2 with the development, coordination, and scheduling of special events, competitive events, and exercise fitness programs.

Discusses aquatic programming needs including instructional swimming programs with various community organizations, school groups, swim teams, and senior citizens.

Assists in developing water safety procedures, including an emergency action plan, search and rescue procedures, and crowd control.

Oversees the recruitment, testing, interviewing, and selection process for permanent and seasonal staff; prepares shift schedules and assignments; develops and presents orientation training programs to ensure staff is familiar with various park operations, rules and regulations, water safety manual, and reporting procedures; and supervises on-the-job lifeguard physical training and conditioning, drill and training programs and

performs unannounced spot inspections to ensure programs, training, and drills are conducted correctly.

Inspects all water related areas and equipment and takes immediate corrective action to ensure patron and employee safety; develops and maintains water safety communication systems and develops procedures to test all components of the communication procedures, including equipment and electronic systems; and evaluates equipment needs and ensures that equipment is purchased according to various specifications; and establishes and maintains procedures for the inventory and security of all equipment.

Compiles information, records, and statistical data and prepares various reports to meet internal and external mandates.

Water Safety & Instruction Supervisor 2

Plans, develops, and implements instructional swimming programs and swimming clinics tailored to various levels of skills and abilities; discusses aquatic programming needs with various community organizations, including those for people with disabilities, senior citizens, school groups, and swim teams; and assists the Recreation Complex Managers with developing co-sponsored programs and events with various agencies, businesses, and volunteer groups.

Assists with the preparation, execution, and administration of contracts with aquatic service providers for special events and services.

Coordinates all water safety activities and participates in the investigation and reporting of all incidents such as accidents, submersions, or drownings.

Develops and updates comprehensive in-service training programs such as cardiopulmonary resuscitation (CPR) refresher courses, emergency medical training, rescue breathing, refresher first aid, and injury management.

Develops a daily inspection, maintenance, and reporting program for the pool complex.

Minimum Qualifications

Water Safety & Instruction Assistant

Open Competitive: possess current certificates in the American Red Cross' Basic Lifeguarding, CPR for the Professional Rescuer, and Standard First Aid, or any approved equivalent training program; must have a minimum of four months of experience in an organized water safety position or activity such as swim team, water polo, lifeguarding, synchronized swimming, organized water exercise, or teaching

swimming lessons; and must submit a physical fitness certification signed by a physician.

Water Safety & Instruction Supervisor 1

Open Competitive: possess current certificates in the American Red Cross' Lifeguarding Training, CPR for the Professional Rescuer, and Standard First Aid, or any approved equivalent training program; must have a minimum of one year of experience as a lifeguard, and meet agency and CPR practical qualifications; and must submit a physical fitness certification signed by a physician.

Water Safety & Instruction Supervisor 2

Open Competitive: possess current certificates in the American Red Cross' Lifeguarding Training, CPR for the Professional Rescuer, and Standard First Aid, or any approved equivalent training program; must have a minimum of one year of experience as a lifeguard, six months of which must have been in a supervisory capacity, and meet agency and CPR practical qualifications; and must submit a physical fitness certification signed by a physician.

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.

Date: 03/2021

EG