

BEACH DEPUTY CHIEF

CODES/PAY RANGE

Class Code: 3020

EEO Code: A

FLSA: E

Pay Range: 217

MAJOR FUNCTION

This is highly responsible supervisory and administrative work, which includes lifeguarding, environmental protection, public safety, code enforcement, traffic control, and concession management.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

May perform duties of subordinate classifications.

Assists with supervision and training of personnel in the Beach Safety Division. Recommends disciplinary actions. May conduct daily inspections of personnel, vehicles and equipment. May oversee the enforcement of rules and regulations relating to beach activities. Resolves difficult situations involving personnel and patrons, and takes appropriate action to resolve complaints and maintain good public relations.

Assists with management of assigned activity. May function as assistant to division director. May assume responsibility for division's operation in the absence of the director. May assist with the preparation and management of division budget. Communicates to division director daily needs and requirements for field operations.

May make purchase requests for uniforms, equipment and materials. May oversee inventory control and accreditation process. Oversees preparation of the biweekly work schedule, including special events.

Develops improvements in methods, procedures, apparatus and operations. May conduct special studies and reports.

May assist with participation in Comprehensive Emergency Management Plan. May coordinate beach activities in association with the Volusia County Emergency Medical Services Director and/or Volusia County Emergency Management Director.

May be assigned beach maintenance responsibilities such as coordinating and monitoring the quality of work performed.

Performs related work as required.

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KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of modern budget and administrative matters and procedures. Knowledge of all phases of beach operations. Knowledge of and skill in the use of equipment indicative of field to which assigned.

Ability to establish and maintain the respect and confidence of subordinates. Ability to establish and maintain effective working relationships with other employees and the general public. Ability to prepare clear and comprehensive reports. Ability to train personnel in the various methods and procedures of discipline.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a GED certificate and three (3) years experience in responsible supervisory lifeguard work, including some administrative experience and/or law enforcement experience. Must possess Florida Law Enforcement Certification and State of Florida EMT certification. Certified in Cardiopulmonary Resuscitation. Must semi-annually meet the physical ability requirement of a 500-meter swim of a measured course in ten (10) minutes or less.

ADA REQUIREMENTS:

Mental Demands: Ability to read and comprehend technical and professional journals and manuals, instructions, reports, financial reports, summaries, memos and letters. Ability to write complex instructions, reports, financial reports, memos, letters, manuals. Ability to speak publicly. Ability to perform general mathematical functions. Ability to analyze data and develop conclusions. Ability to identify and resolve problems. Ability to apply emergency knowledge and skills to real situations.

Physical Demands: Heavy to Very heavy work. Ability to run, swim, jump, grasp, pull, push, feel, see, hear, talk, kneel, crouch.

Environmental Demands: Outside work. Ability to tolerate inclement weather including rain, humidity, heat, cold. Exposure to salt air, wind, sand, dust. Exposure to 50 degree to 80 degree water temperatures in a variety of surf conditions.

Revised 11/07

Revised 3/03

Revised 11/95