

# **SOUTH WALTON FIRE DISTRICT**

911 North County Highway 393, Santa Rosa Beach, Florida 32459  
*"Prompt, Competent, Caring Response in Time of Need"*



Ryan H. Crawford  
Fire Chief / Administrator

## **Position Description**

### **Beach Safety Training & Public Information Officer**

#### **Position Summary:**

The position of Training & Public Information Officer is a highly responsible Beach Safety / Lifeguard supervisory position. Duties may include, coordinating, implementing and monitoring training, logistic oversight and participation in surf rescue emergency response activities as required.

#### **Major Duties:**

- Develops and executes training programs for the Beach Safety Division and its employees;
- Plans and assigns work of subordinate personnel. Makes daily inspections of personnel required certifications acquisition and maintenance compliance;
- Develop and deliver educational and special events programs with internal SWFD divisions and external agencies;
- Prepares reports on all daily activities for management review and execution;
- Reviews emergency and medical treatment reports, maintains, reports and promotes daily information on weather, beach conditions, public education and agency messaging via social and traditional media releases;
- Recommends changes in methods and procedures to insure effectiveness and efficiency, as well as maintaining a casual recreation atmosphere for the public.
- Oversees compliance to minimum standards for environmental and natural resource protection.
- Perform minor maintenance and personnel related tasks;
- Fosters and promotes positive beach experience for beach patrons;
- Performs other related supervisory duties as required.

#### **Knowledge Required for the Position:**

- Certification to instruct all USLA Open Water Manual material;
- Certification of CPR, and First Responder level first aid;
- Knowledge of effective supervisory practices and procedures;
- Ability to extend a hospitable attitude toward visitors and customers on the beach assuring they will have a safe and enjoyable stay and want to return for future visits;
- Ability to exercise tact, firmness and good judgment in enforcing rules and regulations;
- Ability to react quickly and calmly in emergencies;
- Ability to minimize and contain dangerous situations;

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**Leadership . Teamwork . Integrity . Community Service**

- Ability to recognize emergencies and to take effective action;
- Ability to supervise subordinate personnel engaged in aquatic rescue and law enforcement functions.

### **Supervisory Controls:**

- Reports directly to Beach Safety Director and other SWFD administrative staff as designated by the Fire Chief.

### **Physical Demands:**

Typically required to run, swim, paddle and walk long distances; stand and sit for long periods; climb or balance; stoop, kneel, bend, crouch or crawl; reach with hands and arms; talk and hear both in person from close and long distances and by phone or radio; use hands to finger, handle, feel or operate lifesaving equipment; and drive a vehicle. The employee regularly lifts, pushes or pulls persons or equipment over 100 pounds.

### **Work Environment:**

The work is typically performed on the beach, in administrative office, as well as in dynamic mobile based environments. The employee is exposed to direct sunshine, wind, salt air & saltwater and inclement weather including rain, heat, humidity and cold. Exposure to adverse ocean conditions including water temperatures as low as thirty degrees.

Work requires analysis and judgment and concentration in accomplishing diversified duties, in particular, the establishment and maintenance of proper agency training and public relations. Work requires the exercise of independent thinking within the limits of guidelines, policies, standards, and precedents. Requires constant SWFD Fire Radio monitoring while on duty.

NOTE: Reasonable accommodation considerations will be made for otherwise qualified individuals with a disability.

### **Supervisory and Management Responsibility:**

Supervises unit of assigned lifeguards to execute above listed duties.

### **Minimum Qualifications:**

- Must have a valid Florida driver's license with acceptable driving record;
- Current CPR certification as accepted by Florida Department of Health;
- 16-hour Emergency Vehicle Operations Certificate (EVOC) required;
- Must be a Florida Licensed Emergency Medical Technician or be a current FL and/or nationally registered EMT within 6 months or first available certification opportunity of taking position. A combination of additional training and/or experience maybe considered;
- USLA certification as an open-water lifeguard;

- Must have successfully completed the USLA SER Training Officers Academy or similar within 6 months of taking position or as soon as the annual USLA SER Training Academy is held;
- Must have successfully completed a class in supervisory practices or have a minimum of 3000 hours employed by a USLA certified agency in a position of similar responsibility;
- Must be a non-smoking/non-tobacco using person, both on and off the job, at the time of employment and maintain same non-smoking and non-use throughout the term of employment;
- Must successfully pass the Fire District's medical/physical, drug screen and background check requirements as a condition of employment.

This job description is illustrative, and not all inclusive

**DURING OCCASIONS OF LOCAL EMERGENCIES, THIS POSITION MAY BE REQUIRED TO REPORT TO PERFORM EMERGENCY TASKS, WHICH MAY RESULT IN EXTENDED WORK HOURS, AS WELL AS EXTENDED PERIODS OF TIME AWAY FROM FAMILY MEMBERS.**

Thank you for your consideration.



David Vaughan, J.D.  
Beach Safety Director, South Walton Fire District