

Job Description



Waterfront Supervisor

VT | POS #100003430

Direct Report	Director of Parks & Recreation	Grade	U11 \$24.45hr- \$30.53hr
Department	Parks, Recreation & Beaches	FLSA	Non-Exempt
Division	Parks, Recreation & Beaches	Bargaining Unit	Non-Union
Date	March 2026	Location	181 Hillman Street

Homeland Security Emergency Status: Non-Essential
Safety Classification – Non- Safety Sensitive Position

Summary

Beach Season runs yearly from May 15 through September 15. The Seasonal Training & Summer Program runs from March 10, 2025, through September 20, 2025.

Responsible for the supervision and safety of the public at City beaches, including the supervision of other Lifeguard staff.

Supervisory Responsibilities

Supervision Scope: Supervises employees of a lesser grade.

Supervision Received: Works under the general supervision of the Director of Parks Recreation & Beaches (PRB) or his/her designee.

Supervision Given: Supervises Assistant Waterfront Supervisor, all Head Lifeguards and Lifeguards.

Essential Function

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Enforces waterfront policies, rules, and regulations.
2. Recognizes and responds effectively to emergencies.
3. Sets schedules for Lifeguards and guarantees timely and accurate approval of timesheets.
4. Supervises the training of the staff related to the physicality of lifeguard work and use of waterfront area, equipment and regulations.
5. Supervises the waterfront area and administers and reinforces waterfront regulations and procedures.
6. Maintains a buddy system, lost swimmer procedures, and provides in-service training for staff.
7. Directly supervises, schedules, and assigns specific leaders.
8. Writes reports, program plans and inventories as requested by the Director of Parks & Recreation (PRB).
9. Becomes familiar with and abides by all local, State and Federal water safety regulations.
10. Maintains clean and tidy quarters, public areas, and beaches.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the City of New Bedford and employee and is subject to change by the City as the needs of the City and requirements of the job change.

Job Description

Competencies

Communication Proficiency	Independent Judgement	Integrity
Customer Service	Digital Literacy	Creativity
Teamwork & Collaboration	Adaptability	Sensitivity to Others

Minimum Qualifications

- Criminal Offender Record Information (CORI) check, which is mandatory per Massachusetts General Laws.

Education and Experience

N/A

Required Skills and Abilities

- Minimum age is 18 years old.
- Original current certification in the following:
 - American Red Cross/Waterfront Lifeguard
 - American Red Cross/Community First Aid and Safety
 - American Red Cross/C.P.R. for the Professional Rescuer
 - American Red Cross, A.E.D.
- Working knowledge of equipment, facilities, operations, and techniques used in lifeguarding at a waterfront.
- Ability to manage crowds, swimmers, and waterfront activities, and enforce beach rules and regulations.
- Ability to establish and maintain effective working relationships with employees, supervisors, patrons, and general public.
- Ability to communicate effectively orally, ability to give and understand oral instructions.

Tools and Equipment Used

Various hand tools used in the maintenance of beaches, water safety equipment, phones, and radios.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in outside weather conditions exposed to wet and/or humid conditions, high temperatures and direct sun.

The noise level in the work environment is usually quiet but can be moderately loud in proportion to crowds on the beaches.

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Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to swim, walk, run, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance.

The employee must occasionally lift and/or move over 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

Work Hours

This is a variable time non-exempt position with varied schedule with required availability for after normal hours of operation during emergencies and other departmental critical needs.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice as needed by the City of New Bedford within the scope of departmental needs. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.

Selection Guidelines

Formal application; rating of education and experience; oral interview and reference checks; and some job-related tests may be required.

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This position is of a seasonal nature and is for the duration of the beach season. It is not entitled to benefits.

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