

## Job Description - Lifeguard

Title: Lifeguard

Dept: Pool

Exempt/Nonexempt: Nonexempt

Reports to: Lifeguard Manager

Pay Grade: Job Class B

### General Position Summary:

Under general direction, is responsible for providing a safe, clean facility for the public, and to prevent accidents at the District pool.

### Essential Functions/Major Duties:

#### POOL:

- Assist manager in maintaining a clean and orderly workplace
- Be familiar with and follow safety rules and procedures
- Immediately attend to and then report any incident or accident
- Conduct yourself in a professional manner at all times
- Assist pool management in the enforcement of pool rules and regulations
- Make sure all equipment is in good working order
- Assist with sampling and maintenance of water chemistry
- Assist in maintaining day to day records, including but not limited to daily water chemistry records and cleaning schedule
- Assist with the cleanliness of the pool, bathhouse, deck, staff area, including the area outside the fence surrounding the pool

#### GENERAL:

- Responsible for being familiar with and following the District policies and procedures
- Responsible for being familiar with and knowing the location of the "pool rules and procedures" manual, MSDS, and emergency procedures
- Perform duties as assigned

#### TRAINING:

- Attend staff in-service training

### Job Scope:

This job works within the confines of the District's fiscal year budget and is responsible for being accountable and motivated.

### Supervisory Responsibility (*applies to Head Lifeguard only*):

- Oversee general daily operation of the pool and pool staff
- Assist Pool Manager to schedule pool staff
- Train and assist pool staff with POS registration and payment systems
- Balance end of day payments to report
- Open and/or close facility

### Interpersonal Contacts:

- Internal - All Parks and Recreation District staff
- External - General public

**Specific Job Skills:**

- Advanced swimming experience
- Excellent customer service skills
- Computer skills
- Able to organize and prioritize work
- Act quickly and calmly in emergency situations
- Skilled in time management
- Work cooperatively with staff and the public
- Work independently within the established policies and procedures of the district.
- Communicate orally in the English language in a one-on-one or group setting.
- Produce written documents in the English language using proper sentence construction, punctuation, and grammar
- Ability to deal with conflict in a professional manner and bring peaceful resolutions

**Education and/or Experience:**

- No experience required
- Preferable lifeguard certified
- Preferable First Aid/CPR certified

**Job Requirements:**

- Minimum age 15 years
- Lifeguard certification obtained prior to pool opening
- First Aid/CPR certification obtained prior to pool opening

**Job Conditions:**

- Work is performed primarily in an outdoor environment, potentially in extreme weather conditions and involves significant time on your feet
- Periodic travel to meetings and training may be required
- Evenings and weekends are required when scheduled
- May require occasional overtime
- On-call response availability
- Working with chemicals
- Working prolonged periods in and around chemically treated water
- Job requires standing, walking, bending, stooping, reaching, sitting, climbing, kneeling, use of fingers and hands, grasping, listening and hearing, talking, handling, repetitive motions, lifting up to 50lbs, computer work/keyboarding