

## POSITION DESCRIPTION

Title: **Lifeguard**

Department: Parks and Recreation

Worker's Comp Number: 054

Date: April 7, 2005

### **GENERAL PURPOSE**

Serves as a pool lifeguard with emphasis on safe swimming and public relations.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Aquatics Coordinator.

### **SUPERVISION EXERCISED**

None.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Monitors the use of the swimming pool; enforces safety rules.
2. Assists WSI teachers with swimming lessons, aqua-aerobics and swim team (as assigned) according to a prescribed routine and curriculum; tests program participants for swimming skill levels; passes participants for participation in more advanced classes.
3. Patrols the swimming pool and facility; maintains discipline.
4. Reports definite as well as potential physical hazards and unsafe conditions of the facility.
5. Maintains cleanliness of pool facility, bathhouse, parking lot, park and surrounding areas of pool; picks up trash, removes weeds, etc.
6. Assists in implementing various aquatics competitions throughout the summer. Officiates and supervises swimming meets.
7. Responds to public inquiries about aquatics programs made by telephone, correspondence, or during meetings.
8. Assists in the maintenance of the swimming pool as instructed. Monitors and maintains pool filtration system.
9. Assists in the opening and closing of the pool facility; inventories and properly stores all furniture and equipment; cleans facility.
10. Administers lifesaving and emergency techniques covered by certification.

### **PERIPHERAL DUTIES**

1. Performs a variety of miscellaneous duties such as answering phone, running errands, picking up supplies needed for activities, conducting classes, selling tickets, collecting fees, making arrangements for rental and use of pool, helping set up for programs, events, etc.
2. Assists in the preparation of posters, bulletin boards and related communication regarding aquatics programs.
3. Assists in the coordination of special aquatics programs, registers participants, collects

- fees, and distributes equipment.
4. Promotes interest and provides information regarding recreation programs to the general public and others as requested.
  5. Performs tasks within the department as assigned.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience:**

Must hold a current Lifeguard Certificate from the American Red Cross.

### **Necessary Knowledge, Skills and Abilities:**

1. Working knowledge of the equipment, facilities, operations and techniques used in a comprehensive aquatics program.
2. Skill in operation of listed tools and equipment; Skilled First Aid and CPR.
3. Ability to effectively teach swimming lessons or other swimming activities; ability to effectively enforce safety and health regulations relating to an aquatics program; ability to establish and maintain effective working relationships with employees, supervisors, participants, instructors, and the general public; ability to communicate effectively orally; ability to give and understand oral instructions.

## **SPECIAL REQUIREMENTS**

Lifeguard, First Aid and CPR Certification (Teaching Classes: must meet requirements set by the American Red Cross); W. S. I. Certification preferred.

Required training and/or certifications will be paid for by the Town; however, if the employee resigns prior to six months of employment, any fees paid by the Town will be reimbursed to the Town.

## **TOOLS AND EQUIPMENT USED**

Various hand tools used in the maintenance of swimming pool equipment; pool testing equipment; telephone; whistle; water safety equipment; cleaning equipment including pool vacuum; and safety mask.

## **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. 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, 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; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and the ability to adjust focus.

## **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. The employee is exposed to wet, humid conditions and extreme sun exposure as well as toxic or caustic chemicals such as chlorine, Muriatic acid, hydrochloric acid, soda ash and testing reagents.

The noise level in the work environment is loud in the pool and the surrounding areas.

## **GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; criminal background investigation; job related tests may be required.

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 employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
Supervisor

Approval: \_\_\_\_\_  
Town Manager

Effective Date: 4/7/2005

Revision History: March 1998  
April 7, 2005  
June 24, 2009  
September 17, 2013