



# Lifeguard

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<b>DEPARTMENT:</b>	Pool	<b>SUPERVISOR:</b>	Pool Supervisor
<b>CLASSIFICATION:</b>	Non-Exempt	<b>PAYROLL:</b>	LI

## **POSITION SUMMARY**

The lifeguard is responsible for the safety of all patrons in and around the pool area.

## **ESSENTIAL JOB FUNCTIONS**

*Any of the following duties and responsibilities may be performed and are not listed in any particular order. These examples are not necessarily performed by all incumbents, however, and do not include all specific essential functions and responsibilities an incumbent may be expected to perform.*

- Supervise the swimming area at all times during lifeguard rotation. Responsible to safeguard swimmers' safety for all programs as scheduled. Caution and educate swimmers about dangerous situations.
- Enforce the rules and regulations of the pool and protect against misuse and vandalism. Maintain discipline to ensure pleasure and safety of all swimmers. Discipline in a fair and consistent manner. Remain calm in all situations. Report any unusual or notable incidents to the Pool Supervisor or person in charge.
- Assist swim instructor, when assigned, in teaching swimming classes.
- Prepare the pool for upcoming activities. Keep deck area neat; replace all equipment in storage areas; monitor locker rooms for safety and cleanliness.
- Proficient in emergency procedures at the pool.
- Assist with customer service and payment processing as needed, respond to public and staff inquiries in a professional manner.
- Responsible for keeping a current and accurate patron count.
- Prepare reports as needed and/or as assigned by the Pool Supervisor.
- Perform general housekeeping duties in and around the swimming pool facilities. This may include but is not limited to the office and lobby area, pool spectator area, and dressing rooms.
- Maintain cooperative relationships with City personnel, elected officials and other agencies.
- Emulate leadership to fellow employees and foster an environment in which employees are focused on producing excellent quality results.
- Encourage and provide excellent customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
- Follow all safety and staff rules established for the work area.

- Other duties as assigned.

### **AUXILIARY JOB FUNCTIONS**

- Serve on various employee or other committees as assigned.
- Maintain proficiency in areas of responsibility by reading materials, attending trainings and meetings.
- Participate in in-service training, orientations and staff meetings as requested.
- Maintain work areas in a clean and orderly manner.

### **QUALIFICATIONS**

*Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **EDUCATION / EXPERIENCE**

- Demonstrate personal swimming ability and physical ability to execute water rescue and artificial respiration for a reasonable length of time.
- Willing to assume flexible work hours with a minimum availability of one full weekend as required by seasonal needs unless approved by Pool Supervisor
- Customer service skills working with the public and swimming pool staff members.
- Ability to use a computer to perform the essential functions of the job; knowledge of Microsoft Office Suite.
- Ability to communicate effectively verbally and in writing.

### **CERTIFICATES/LICENSES/REGISTRATIONS**

- Possession of current certification issued by a nationally recognized accreditation agency in Lifeguarding, First Aid, CPR, and Water Safety at the professional level is required.

### **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 occasionally works in outside weather conditions.
- The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions.

- The employee occasionally works in high, precarious places and is frequently exposed to fumes or airborne particles, risk of electrical shock, and vibration.
- The employee is frequently exposed to toxic or caustic chemicals.
- The noise level in the work environment is usually moderately loud.

### **PHYSICAL ABILITIES**

*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.*

- Ability to stay focused and alert in a warm/cold environment for long periods of time.
- While performing the duties of this position the employee is regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to stand, walk, talk, hear, sit, climb, or balance, stoop, kneel, crouch or crawl, and smell.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

### **SUPERVISION**

- Works under the general supervision of the Pool Supervisor.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES OF THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

The City of Stayton is an Equal Opportunity Employer.

**REQUIRED SIGNATURES**

*My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, physical demands of the position and the minimum education and experience required of the position.*

\_\_\_\_\_  
Lifeguard - Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lifeguard – Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Pool Supervisor

\_\_\_\_\_  
Date