

## Lifeguard

**FLSA Status:** Non-Exempt

**Created:** 05/26/17

**Last Revised:** 06/28/19

**DEFINITION:** Under general supervision, enforces water safety regulations and oversees swimmers at swimming facility, promoting patron health, enjoyment, and safety.

**DISTINGUISHING CHARACTERISTICS:** This is an entry level position.

**ESSENTIAL FUNCTIONS:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

1. Enforces rules and regulations pertaining to pool operation and safety and supervises pool areas when in use.
2. Administers first aid and/or CPR as needed; performs water rescue functions.
3. Functions as a crew member within an emergency plan for the handling of accidents in pool areas.
4. Maintains standards of facility sanitation, assisting with cleaning and general maintenance of the facility.
5. Checks visitors into the swimming facility and collects fees.
6. Performs duties of cashier and/or swim instructor as necessary.
7. Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
8. Maintains proper physical fitness, mental alertness, and readiness to handle emergencies.
9. Prepares facilities and personnel for special events.

### QUALIFICATIONS FOR EMPLOYMENT:

***Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)***

*Knowledge of:*

- Coordination of rescue efforts and emergency medical procedures;
- Life saving and water techniques;
- First aid and CPR procedures;
- Rules and regulations pertaining to the swimming pool facility;
- Pool equipment operation and health standards;
- Swimming and water safety instruction techniques; and
- Occupational hazards and standard safety practices.

*Skill to:*

- Swim with proficiency and endurance;
- Collect data and maintain routine records;
- Perform basic math, including measurement and weights pertaining to pool facility maintenance;
- Perform first aid and CPR; and
- Perform lifeguarding observation and water rescue techniques.

*Ability to:*

- Recognize emergency and dangerous situations and react quickly and calmly;
- Enforce established policies, rules, and regulations;
- Work independently and follow through on assignments with minimal direction;
- Understand and follow oral and written instructions;
- Respond to requests and inquiries from the general public and employees;
- Communicate clearly and concisely, both orally and in writing; and
- Establish and maintain effective working relationships with those contacted in the course of work.

***Required Certifications and Licenses:***

Current certifications in American Red Cross Lifeguard Training, and First Aid/CPR & AED for the Professional Rescuer.

***Experience and Training:***

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:

Formal or informal education or training which ensures the ability to read, interpret, and write at a level necessary for successful job performance.

***Physical and Mental/Intellectual Requirements:***

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength and stamina to constantly position self in stationary positions for long periods of time. Dexterity and ability to move on slippery and uneven surfaces. Strength and ability to maintain sustained physical exertion. Ability to observe and detect swimmers in distress and efficiently perform rescue techniques. Ability to tolerate exposure to constant noise, solvents, and chemicals. Strength, dexterity, and ability to transport up to 50 pounds frequently; over 50 pounds with proper equipment or assistance. Ability to appropriately handle stress and interact with others, including supervisors, coworkers,

clients, and customers. Regular and consistent punctuality and attendance. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants are encouraged to discuss potential accommodations with the employer.

***Working Conditions:***

Work is performed under the following conditions:

Outside/Inside environment includes exposure from cool temperatures to extreme heat, wind, wet and/or humid conditions. Occasional exposure to hazardous conditions/situations including toxic fumes or caustic chemicals. Frequent contact with members of the public by responding to requests for service and assistance; occasionally dealing with difficult or emotional situations; frequent interruptions; and works closely with others. The noise level is usually moderately to extremely loud.

***Employee's Acknowledgment:*** I acknowledge that I have read the above job description and have received a copy for my records.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date Signed

The job description does not constitute an employment agreement between the Town and employee. It is subject to change at any time by the Town at its sole discretion.