



## Lifeguard

**Civil Service:** No

**Classification:** Non-Exempt

**Department:** Parks / Beach

**Department #** 445

**Reports To:** Beach Supervisor

**Last Updated:** December 2021

### I. Summary of Position

A lifeguard is a part-time seasonal position working at The Beach reporting to the Beach Supervisor. A lifeguard is responsible for enforcing pool rules and providing emergency rescue for swimmers. Requires flexible schedule with ability to adjust to day, night, holidays, and weekend work.

### II. Duties and Responsibilities

**A. Core Duties and Responsibilities** - *The following duties are the primary in this position, but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.*

- Patrol or monitor all areas
- Rescue distressed persons, using rescue techniques and equipment
- Contact emergency medical personnel in case of serious injury
- Examine injured persons and administer first aid or cardiopulmonary resuscitation, if necessary, using training and medical supplies and equipment
- Warn participants of inclement weather, unsafe areas, or illegal conduct
- Maintain quality of pool water by testing chemical levels
- Complete and maintain records of weather and facility conditions, emergency medical treatments performed, and other relevant incident information
- Provide safety precaution information as needed
- Inspect equipment for safety hazards and damage or wear
- Observe activities in assigned areas, to detect hazards, disturbances, or safety infractions

**B. Additional Duties and Responsibilities** - *The following tasks are necessary for operations of the utility, but may be shared with or performed by other staff members. The listed duties do not compose an exclusive or all-encompassing list of additional duties. Other duties may be assigned or required to accomplish the main goals of this position.*

- Inspect facilities for cleanliness and perform various cleaning and other duties assigned in a prompt and satisfactory manner
- Report all injuries immediately as soon as possible to the supervisor
- Attend staff training as scheduled
- Other duties which may be assigned

**III. Qualifications** - The ability to perform the Core Duties and Additional Duties listed above and:

#### **A. Education/Training/Certifications**

- Must be at least 15 years of age
- Possess and maintain throughout employment a current certification in American Red Cross Lifeguarding, Waterpark Lifeguarding, CPR-PR, and Standard First Aid.

### C. Skills

- **Public Safety and Security**
  - Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions
- **Customer and Personal Service**
  - Ability to react quickly and calmly in emergency situations
  - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction
- **Writing and Mathematical**
  - Ability to understand and follow oral and written instructions
  - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar

### D. Competencies

- Monitoring – Monitoring / Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action
- Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Oral Communication - Listens and gets clarification; Responds well to questions; Participates in meetings.
- Deductive Reasoning - Ability to apply general rules to specific problems to produce answers that make sense
- Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

### C. Physical Abilities

- Frequently required to sit and talk or hear

- Required to stand; walk; run; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell
- Climb ladders, use tools or equipment requiring a high degree of dexterity.
- Ability to regularly lift and / or move up to 25 pounds, occasionally 50 pounds, and infrequently more than 50 pounds to lift or otherwise move people or objects
- Ability to obtain a lifeguard training and Water Safety Instructor Certification

#### **IV. Typical Work Environment**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The work is typically performed while standing, walking, or swimming indoors and outdoors in hot, humid, cold or inclement weather. The employee may be exposed to contagious or infectious diseases and irritating chemicals. Work may require the use of protective devices such as masks, goggles, gloves, etc.

*The City of Ottumwa is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.*

I have read the job description and can perform the essential functions of the job either with or without a reasonable accommodation.

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Candidate Signature

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Date