



May 2007
FLSA: NON-EXEMPT

LIFEGUARD/SENIOR LIFEGUARD

DEFINITION

Under direct or general supervision, assists in conducting activities in connection with programs of the Town's aquatic facility; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from a Recreation Coordinator and/or Pool Manager or Assistant Pool Manager. No supervision of staff is exercised.

CLASS CHARACTERISTICS

Lifeguard: This is the entry-level in the Lifeguard class series. Incumbents perform varied, routine program implementation duties involving face-to-face leadership of participants in varied structured recreation and community services activities. A typical assignment at this level is conducting pre-planned aquatic activities, exercising some discretion and initiative in carrying out appropriate policies and procedures based upon variables such as numbers and age groups of participants, weather, and facilities. Work is generally reviewed in progress and upon completion. Incumbents are expected to refer matters that do not fit a clear pattern to the supervisor for instructions. This class is alternately staffed with Senior Lifeguard and incumbents may advance to the higher-level class after gaining the knowledge, skills and experience that meet the qualifications for and demonstrating the ability to perform the work of the higher-level class.

Senior Lifeguard: This is the journey-level in the Lifeguard class series. Incumbents have responsible charge of the implementation of pre-planned recreation and community services programs and facility policies and procedures. Incumbents at this level are expected to use considerable initiative in implementing recreation and community services activities, and may assist higher-level personnel in planning and implementing major recreation and community services programs and special events. Work is generally reviewed upon completion for final results. Incumbents are expected to solve most problems through the application of departmental policies and procedures, referring those matters that involve a deviation to the supervisor for instructions. This class is distinguished from other recreation classes in that it is specifically assigned to the Town's aquatics facility.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Acts as lifeguard during pool hours and at all events held at the pool; conducts swim lessons for beginners through advanced levels as assigned.
- Listens and responds to patrons' needs for assistance or information and provides the public with general information, in person and over the telephone.
- Receives cash and other forms of payment for entrance fees and makes appropriate change.
- Implements and enforces Town policies, rules, and procedures.
- Removes and replaces pool covers, tests the temperature, chlorine, and PH values of the pool water, performs routine pool area maintenance as required, and ensures the cleanliness of assigned facilities, such as the pool, restroom and shower areas, and office space.
- Attends training sessions for and performs Cardiopulmonary Resuscitation (CPR), rescues, and minor first aid on infants, children, and adults in cases of emergency.
- Monitors facility use; assists in the supervision and preparation of the facility and amenities for patron use.
- Assists in the encouragement of participation and good sportsmanship and issues and collects recreation equipment and supplies.
- Performs a variety of clerical or technical tasks in support of Town programs and maintains a variety of accurate logs, records, and files.
- Performs basic custodial duties and minor facility maintenance as assigned.
- Conducts and participates in group recreational activities.
- Performs other duties as assigned.

Senior Lifeguard, in addition to the above:

- Opens, closes, and secures building for daily activities an special events and prepares the facility and amenities for patron use; checks all equipment for safety, damage, or usability; completes proper documentation regarding any safety issues concerning facilities and equipment.
- Assists in the supervision of less experienced staff and of daily aquatic operations.
- Assists with staff training and lifeguard classes.

QUALIFICATIONS

Knowledge of:

- Basic principles and techniques of lifeguarding, Cardiopulmonary Resuscitation (CPR) methods, and first aid, including rescuer methods as defined by the American Red Cross, National Pool, and Waterpark Lifeguard Training Program (NPWLTP), or YMCA.
- Methods for keeping water and surrounding areas safe for public use; safe handling and use of chemicals.
- Applicable safety precautions and procedures related to the program area(s) and facilities to which assigned.
- Basic principles and techniques involved in teaching swimming at all levels.
- Basic arithmetic.
- Computer applications related to the work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques of dealing with individuals of various ages and from various socio-economic groups and for effectively representing the Town in contacts with recreation facility patrons and the community.
- Techniques for providing a high level of customer service to the public and Town staff, in person and over the telephone.

Ability to:

- Learn and understand the organization and operation of the assigned recreation facility and of outside agencies as necessary to assume assigned responsibilities.
- Pass a skill test prior to hire consisting of endurance swimming, brick retrieval and rescue techniques.
- Maintain constant observation of patrons to identify signs of danger and take effective course of actions in rescue and resuscitation.
- Work independently while supervising facilities and user groups.
- Perform work in an efficient, effective, safe, and timely manner.
- Provide courteous assistance to facility patrons.
- Perform water chemistry tests.
- Use appropriate safety equipment when handling pool chemicals and equipment.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and/or adult and child cardiopulmonary resuscitation.
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Access, retrieve, enter, and update information using a computer terminal.
- Understand and carry out both oral and written instructions in an independent and timely manner.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and specialized software application programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Lifeguard: Must be 15 years of age or older; incumbents under the age of 18, who are required to attend school, must provide a California Worker's Permit. Must possess the ability to communicate effectively with children, parents, and Town of Apple Valley staff and the ability to organize and direct swim activities. Some lifeguard experience in a swimming pool or aquatics facility highly desirable.

Senior Lifeguard: Equivalent to the completion of eleventh (11th) grade and two (2) years or 1500 hours of lifeguard experience in a swimming pool or aquatics facility. Must be 17 years of age or older; incumbents under the age of 18, who are required to attend school, must provide a California Worker's Permit.

License:

- Lifeguard Training or Basic Lifeguarding Certificate; Cardiopulmonary Resuscitation Certificate (CPR) for infant, child, and adult; Standard First Aid Certificate.
- Possession of, or ability to obtain, and maintain, a valid California Driver's License and automobile insurance may be required.

Senior Lifeguard, in addition to the above:

- Certification in American Red Cross Senior Lifeguard Training.
- Valid California class C driver's license with satisfactory driving record and automobile insurance.

PHYSICAL DEMANDS

Must possess the mobility to perform work that may involve lifting children and adults, in and out of the pool up to 100 pounds or more with assistance; pull a cover over the pool surface with assistance; lift, straighten, and move pool deck furniture and equipment; and stay in water for prolonged periods of time. Must possess mobility to work in a standard office and/or recreational facility setting and use standard office and/or recreation equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in recreational activities and/or special events; and push and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL ELEMENTS

Certain positions within this classification may require employees work to outdoors and may be exposed to inclement weather conditions, and hot and cold temperatures. Incumbents may be exposed to blood and body fluids rendering First Aid and CPR and are required to wear appropriate attire for the recreation activity to which they are assigned. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work a varied schedule of hours that may include early mornings, evenings, weekends, and holidays.