



## Lifeguard

### SUMMARY

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 Supervisor and/or Pool Manager or Assistant Pool Manager. No supervision of staff is exercised.

**ESSENTIAL FUNCTIONS** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. 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. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- 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.

## **DISTINGUISHING CHARACTERISTICS**

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.

## **MINIMUM QUALIFICATIONS**

### **Education, Training, and Experience Guidelines**

*An equivalent combination of training and experience that would provide the required knowledge, skills and abilities may be considered. A typical way to obtain the required qualifications would be:*

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.

## **LICENSE AND CERTIFICATION REQUIREMENTS**

- 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.

### **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.

#### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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.

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.

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

*\*FLSA designations cannot be assigned to a class. An employer must show that each employee meets every requirement of the claimed exemption. The FLSA designation listed above is for general administrative guidelines.*