

# **City of Moore**

## **Lifeguard Part-Time**

### **Job Description**

**Exempt:** No  
**Department:** Parks & Recreation  
**Reports To:** Aquatics/Fitness Coordinator  
**Location:** Aquatics and Fitness Center  
**Date Prepared:** January 18, 2016  
**Date Revised:** February 11, 2016

#### **GENERAL DESCRIPTION OF POSITION**

Lifeguard enforces the rules and regulations of the aquatic center, enacting the safety plan, when appropriate, and any additional tasks that may be assigned. This position will require responsible and effective communication with participants at all times. They will be responsible for opening and/or closing the facility. Expected to promote and assist with other aquatics programs and assure good customer service.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. All Aquatic Center employees must be CPR and First Aid certified. This duty is performed annually.
2. Must attend all staff trainings/in-services. This duty is performed as needed.
3. Primary responsibilities during operating hours include lifeguarding. This duty is performed daily, about 80% of the time.
4. Provides a positive and safe experience for all patrons. This duty is performed daily, about 10% of the time.
5. Relate well to park patrons, customers, and staff. This duty is performed daily, about 10% of the time.
6. Teaching learn to swim classes (Wintertree Software Inc. tertree Software Inc.). This duty is performed weekly, about 5% of the time.
7. Cleanliness of the Aquatic Center. This duty is performed weekly, about 5% of the time.
8. Controls conditions by supervision, prevention and enforcement of facility rules. This duty is performed daily.
9. Ensures that only pass holder patrons utilize the facility and that all guests pay a fee. This duty is performed daily.
10. Teaches other classes if applicable. This duty is performed daily.

11. Supervises lap and recreational swims, enforcing rules and regulations. This duty is performed weekly.
12. Performs appropriate maintenance and housekeeping duties. This duty is performed daily.
13. Work flexible hours including weekends, evenings, holidays as needed & special events. This duty is performed daily.
14. Perform any other related duties as required or assigned.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION AND EXPERIENCE**

Minimum requirement; general educational background without high school completion, plus 0 to 6 months related experience and/or training. Or equivalent combination of education and experience.

### **COMMUNICATION SKILLS**

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

### **CRITICAL THINKING SKILLS**

Ability to use common sense understanding in order to carry out detailed written or oral instructions. Ability to deal with problems involving a few known variables in situations of a routine nature.

### **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Must have current American Red Cross Lifeguard certification or YMCA Lifeguard certification; CPR for the Professional Rescuer certification and Community First Aid and Safety certification, AED certification or equivalent required within one month of hire date

If selected, applicant must sign a contract with the City of Moore for the entirety of the pool season if certification is obtained through in-house training.

### **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

### **SOFTWARE SKILLS REQUIRED**

Basic: Alphanumeric Data Entry, Word Processing/Typing

**INITIATIVE AND INGENUITY**

**SUPERVISION RECEIVED**

Under immediate supervision, performs general assignments of work, with periodic check of performance by supervisor.

**PLANNING**

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

**DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

**MENTAL DEMAND**

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

**ANALYTICAL ABILITY / PROBLEM SOLVING**

Repetitive. Activities or duties using a pre-determined set of processes or directions coupled with nearby supervision. Learned things in situations where choice is simple or patterned.

**SUPERVISORY RESPONSIBILITIES**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

No supervision.

Supervises the following departments:

**RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Regularly responsible for property where carelessness or error would result in only minor damage or minor monetary loss. Almost continuous care and attention is required when handling this property in order to prevent loss.

**ACCURACY**

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

## **ACCOUNTABILITY**

### **FREEDOM TO ACT**

Standardized. Accepted processes covered by well-defined standardized policies and procedures with supervisory review.

### **ANNUAL MONETARY IMPACT**

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

### **IMPACT ON END RESULTS**

Minimal impact. Job has little or no impact on the organization's end results. Job is focused on non-decision making activities or inconsequential duties.

### **PUBLIC CONTACT**

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

### **EMPLOYEE CONTACT**

Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

### **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Occasional use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

### **WORKING CONDITIONS**

Outside working environment, wherein there are disagreeable working conditions part of the time.

### **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly exposed to outdoor weather conditions; occasionally exposed to toxic or caustic chemicals. The noise level in the work environment is usually loud.

### **PHYSICAL ACTIVITIES**

The following physical activities 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 and expectations.

Highly repetitive, moderately physical. Highly repetitive type of work which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is frequently required to stand, walk, sit, reach with hands and arms, talk or hear; and occasionally required to use hands to finger, handle, or feel, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move more than 100 pounds; frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

#### **ADDITIONAL INFORMATION**

Ability to:

- Maintain effective audio-visual discernment and perception needed for: making observations and communicating with others
- Maintain effective mental capacity which permits: making sound decisions, using good judgment, utilizing other intellectual capabilities
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting for extended periods of time, engaging in a life-saving act

#### **Experience and Training Guidelines**

Experience and training that would provide the required knowledge and abilities is as follows.

Experience:

Previous lifeguard experience desirable

Education:

Applicant must be at least 16 years of age

License or Certificate:

Must have current American Red Cross Lifeguard certification or YMCA Lifeguard certification; CPR for the Professional Rescuer certification and Community First Aid and Safety certification, AED certification or equivalent required within one month of hire date

If selected, applicant must sign a contract with the City of Moore for the entirety of the pool season if certification is obtained through in-house training.

#### **WORKING CONDITIONS**

Environmental Conditions:

Involves close work with the public in a sometimes highly populated environment with people of many ages; Poolside environment in which you must be vigilant of activities to ensure the safety of all patrons. Involves working in outdoor conditions.(heat, sun, inclement weather, etc)

Physical Conditions;

Essential and other important responsibilities and duties require maintaining physical condition necessary for standing and sitting for prolonged periods of time; manual dexterity; operate assigned equipment; Selected applicant must pass physical examination, drug screen, and background investigation.

## Task Description

Employee must lift items such as supply boxes. Requires vertically transferring items weighing up to (25-50 lbs)

Employee must tolerate sitting at a workstation for periods of time. Requires a tolerance of seated posture for prolonged periods of time

Employee must be able to operate a keyboard. Requires use of hands and fingers for inputting information into computer system

Employee must be able to view computer screen. Requires use of eyes to read computer screen during the day

Employee works in a City building at a workstation. Employee must tolerate working environment with controlled temperature

Employee must carry supplies from one location to another. Requires horizontally transferring items weighing up to (25-50 lbs)

Work requires continued walking, stooping, standing, and some climbing

Work requires working in temperature extremes, (dirt, noise, dust, etc.)