

CITY OF MOORE

Job Description

Lifeguard

Part-Time

Job Code: 6617
Exempt: No
Department: Parks & Recreation
Reports To: Aquatics and Fitness Coordinator
Location: Aquatics and Fitness Center
Date Prepared: January 18, 2016
Date Revised: January 2, 2018

GENERAL DESCRIPTION OF POSITION

Lifeguard enforces the rules and regulations of the aquatic center, enacting the safety plan when appropriate, and performing additional tasks that may be assigned. This position will require responsible and effective communication with participants at all times. Lifeguard 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. Must be CPR and First Aid certified. This duty is performed annually.
2. Must attend all staff and in-service trainings. This duty is performed as needed.
3. Primary responsibility during operating hours is 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. This duty is performed weekly, about 5% of the time.
7. Provide for cleanliness of the Aquatic Center through appropriate maintenance and housekeeping duties. This duty is performed daily, as needed.
8. Controls conditions through 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 as needed.
11. Supervises lap and recreational swims, enforcing rules and regulations. This duty is performed as needed.
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.

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

No supervision.

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

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

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

Experience:

Previous lifeguard experience is desirable.

Education:

No education required.

Age requirement:

Applicant must be at least 16 years of age on first day of employment.

License or Certificate:

Must have current American Red Cross Lifeguard certification or YMCA Lifeguard certification.

Must have CPR for the Professional Rescuer certification and Community First Aid and Safety certification, AED certification or equivalent within one month of hire date.

Selected applicant must pass physical examination, drug screen, and background investigation.

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 including high 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; and operate assigned equipment.

Employee must lift items such as supply boxes. Requires vertically transferring items weighing up to 25 pounds.

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 50 pounds.

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

Work requires working in temperature extremes with dirt, dust, and noise.