

Parks & Recreation Lifeguard

POSITION: Parks & Recreation

NON-EXEMPT

Position Summary: Directly reports to the Swimming Pool Manager. The responsibilities include but not limited to maintaining order at the pool facility by preventing accidents through the enforcement of policies, rules, regulations, and ordinances governing the conduct of patrons. Lifeguards are also responsible for monitoring the pool facilities for potential hazards or unsafe conditions, providing first aid to patrons, custodial duties in maintaining the pool facilities, public relations, and all other duties as necessary or required. This position requires weekend and holiday work.

Examples of work (essential functions)

- Carry out all duties assigned by the Swimming Pool Manager
- Perform First Aid and CPR when called upon
- Watch the assigned area in rotation to prevent accidents and injuries. See that necessary precautions are observed to insure the health, safety, & welfare of patrons
- Aid the pool manager in every way necessary to keep the pool facility running smoothly
- Report promptly at assigned time of duty and remain on duty status until the designated shift has been completed
- Enforce the City of Newport Swimming Pool rules and regulations and adhere to the policies of the facility and aid in controlling the behavior of those patrons who use the facility. (Remind patrons of pool rules when necessary in a polite, firm manner, and contact management if necessary.)
- Maintain positive public relations at the swimming pool
- Document and reports all disciplinary problems and accidents to the Pool Manager reports will be neat and concise.
- Custodial duties in maintaining a clean facility including but not limited to bathrooms, trash picked up in and outside of facility, pool vacuumed
- Inform the Pool Manager when supplies are needed and if equipment needs repaired.
- Attend all scheduled staff meetings and trainings.
- Check all gates and doors at closing time
- Other duties as deemed necessary or as required
- Perform concession, gate and pool reservations during your rotation off the stand

Education & Experience: Must have Lifeguard Training Certification, CPR & First Aid Certification.

Age: Must be fifteen years of age or older.

Skills: The ability to readily accept instructions from those in a supervisory capacity; to be able to accept constructive feedback; and to project good public relations. This employee should have the ability to follow department policies and procedures and to concentrate on tasks in the presence of distractions. Be able to understand and follow instructions. This employee should have excellent public relations, oral and written communication skills. This employee must be able to count money and change correctly. Worker will be trained to operate equipment properly.

Problem Solving: Problem solving is a factor in this position. The employee encounters problems answering questions and concerns of the general public and customers who may be dissatisfied with policies and procedures.

Decision-Making: Decision-making is a factor in this position. This employee makes decisions concerning enforcement of policies and rules, and performing daily duties in the most efficient manner.

Accountability: Employee is not responsible for budgetary control of the department but is accountable for maintaining cash register receipts. Accountable is the register and the receipts do not match at the end of each day.

Supervision: The Swimming Pool Manager provides supervision and performance evaluations dealing with job related decisions.

Personal Relations: Daily contact with the general public, co-workers, supervisory personnel, and other departments are expected as well as occasional contact with members of the city council.

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Working Conditions: Manual labor is required. Extreme weather conditions and working with chemicals are factors in this position.

Physical Requirements: Physical exertions to manually move, lift, carry, or push heavy objects. Employee must have the ability to be able to climb in and out of the swimming pool, and up and down ladders. Employee should have the ability to express or exchange ideas by means of verbal and written communication as well as the ability to convey detailed or important instructions to other employees and the general public or emergency personnel when needed. Also must be able to push, pull, or lift 20 – 50 pounds when needed.

Employee Signature: _____ Date: _____

Human Resources: _____ Date: _____