

City of Cordova Position Job Description

Lifeguard

DEPARTMENT:	PARKS & RECREATION
SUPERVISOR:	PARKS & RECREATION DIRECTOR
CLASSIFICATION:	HOURLY, OVERTIME ELIGIBLE IBEW BARGAINING UNIT
HOURS:	VARIES AS SCHEDULED BETWEEN 0600 – 2100 TO INCLUDE MORNINGS, EVENINGS, HOLIDAYS, AND WEEKENDS.
SALARY:	\$15.63 – \$21.39 PER HOUR, DOE

SUMMARY

Under general supervision, enforces swimming pool safety rules and regulations, prevents injuries by minimizing hazardous situations and/or behaviors, and engages in general tasks associated with the operation of a swimming pool.

GENERAL STATEMENT OF DUTIES

The purpose of this position is to ensure the safety of customers in and around pool areas. This is accomplished by visually scanning pool areas, identifying distressed swimmers or customers, performing in-water rescues and assists as necessary, completing CPR when appropriate and providing first aid care to customers. Other duties may include providing customer service support, maintaining pool operations and equipment, and conducting maintenance and cleaning.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensures the safety of customers at the Pool facility by visually scanning all areas of the facility, determining whether customers are in distress, performing in-water rescues and assists when necessary, providing first aid to customers when appropriate and completing CPR for rescued customers when necessary.
- Responds to emergencies as needed.
- Maintains pool operations and equipment by vacuuming the pool, scrubbing pool equipment and pool walls for sanitization purposes, operating the power wash machine to cleanse deck areas, removing debris from pool water, and picking up debris from deck areas.
- Ensures the sanitization of aquatic facilities by disinfecting bathrooms with the appropriate cleaners, sweeping and mopping floors, picking up debris from patron areas and gathering lost items.
- Undertakes water testing that ensures that the pool water quality meets Federal, state, and local water standards and regulations.
- Sets up and packs down swimming pool equipment as required.

- Provides customer service by aiding customers, responding to customer inquiries, addressing customer concerns or problems, educating customers on facility rules and procedures, and directing customers to appropriate the persons or areas.
- Providing excellent frontline customer service to pool patrons including front desk duties of registration of members, point of sale operation and other front desk procedures.
- Maintaining accurate and up-to-date administrative records including attendance, equipment, cleaning logs, program registration.
- May act as a water safety and/or learn to swim instructor, if certified as such by the American Red Cross.
- Participate in staff trainings as required.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- May supervise pool operation or programs as required.

MINIMUM QUALIFICATIONS

A. Education

No minimum education requirements. Work requires the ability to read and understand written instructions, to understand simple processes and the routine operation of machines.

B. Experience

Previous aquatic work experience, strong people skills and an athletic background highly desirable.

C. Credentials

American Red Cross Certification in Lifeguarding/First Aid/CPR/AED.

PREFERRED QUALIFICATIONS

- A. American Red Cross Certification in Swim Instruction and/or Water Safety Instruction.
- B. Certified Pool Operator (CPO).

NECESSARY COMPETENCIES (KNOWLEDGE, SKILLS, ABILITIES, BEHAVIORS)

- A. Application of good knowledge of aquatics lifesaving techniques and procedures.
- B. Application of good knowledge of first aid and cardiopulmonary resuscitation techniques and procedures.
- C. Ability to proficiently swim.
- D. General knowledge of swimming pool operation practices, methods, and procedures.
- E. Strong verbal and written communication skills.
- F. High quality customer service skills in person, on the phone and through email.
- G. Ability to follow written and oral instructions; speak clearly and concisely in English.
- H. Ability to Interpret, explain, follow, and apply City policies and written instructions
- I. Basic arithmetic, spelling, English, and grammar.
- J. Ability to operate a cash register, computer, calculator, telephone system, and other related office equipment.
- K. Strong interpersonal skills and the ability to respond to customer questions.
- L. Ability to work in a group or individual situation, with minimum supervision.

M. Ability to maintain a neat, professional appearance and must wear the required uniform while on duty.

LEGAL REQUIREMENTS

As a condition of employment, this position may be subject to a background check (criminal history, verification of education and employment history).

All required licenses/certifications must remain current for the duration of employment.

Must be a minimum of 15 years or older.

WORKING CONDITIONS

The work is performed in a humid and wet indoors environment. Involves exposure to toxic or caustic chemicals/fumes, electrical hazards, fumes/airborne particles, moving mechanical parts, operating light equipment and loud noise associated with general pool operations, as well as blood and body fluids when rendering first aid and cardiopulmonary resuscitation.

May be required to work a varied schedule, which may include days, evenings, weekends, and holidays. Will be required to wear uniform while on duty.

PHYSICAL DEMANDS OF POSITION

Must possess the ability to perform work that may involve lifting children through adults, in and out of the pool up to 150 pounds or more with assistance, pulling pull lanes and/or cover over the pool surface with assistance, and lifting, straightening, and moving pool deck furniture and equipment. Need the mobility to stand, stoop, reach, bend, climb, and swim, while in swimwear. Must be in good physical condition to stay in water for prolonged periods of time, work in the extreme heat and/or cold. Vision, which may be corrected; and hearing, which must be in a normal range as measured by a standard audiogram, should be good enough to see and hear adults and children in life and/or health safety endangering situations. Must also possess the mobility to work in an office setting and use standard office 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, typewriter keyboard, or calculator and to operate standard office and duplicating equipment and cash register. Occasionally bend, stoop, kneel, reach, and push and pull drawers open and closed to retrieve and file information.

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.
