

City of Cordova Position Job Description Full Time Lifeguard

DEPARTMENT:	Parks & Recreation
SUPERVISOR:	Pool Operations Leader
CLASSIFICATION:	Group A Regular, Full-Time, Overtime Eligible, IBEW Bargaining Unit, Alaska Public Employee Retirement System (PERS), Group Health Insurance, Life Insurance, Optional 457 Deferred Compensation, Employee-Priced Recreation facility access, Annual and Sick Leave Accrual and Paid Holidays.
HOURLY PAY:	\$20.85 – \$24.39 per hour, DOE (Recruitment Range)
HOURS:	40 hours per week as per assigned shift.

GENERAL STATEMENT OF DUTIES

Under general supervision, you will be responsible to for ensuring the safety and enjoyable experience for guests using the facility by, monitoring swimmers, enforcing rules, responding to emergencies, providing care in an emergency, and maintaining the cleanliness of the facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees of this classification. Shown are duties intended to provide a representative summary.

- With a high degree of vigilance, monitors swimmers and responds to situations where their safety may be compromised. This includes observing guests as they swim and monitoring their proficiency, maintaining a safe environment by enforcing rules, and providing care to guests who may become injured or encounter a physical ailment. During a typical rotation you may be on the pool deck for up to an hour.
- Basic upkeep of the facility by maintaining a clean environment by inspecting facility for cleanliness. Hoses decks, vacuum pool, cleans floors, changing rooms. walls, doors, and windows when needed.
- During the winter you may be asked to participate in the removal of snow from the facilities entrance.
- You will also be responsible for monitoring the safe operation of aquatic equipment.
- 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.
- Provide excellent customer service to the swimming pool customers.
- 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.
- Participate in staff training as required.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains daily log, and prepares incident, accident, and operations reports.
- 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

Possession of or must obtain certificate for American Red Cross Lifeguard, First Aid, CPR/AED within 30 days of employment. Training will be scheduled upon hire. Must pass a pre-employment swimming skills test, including but not limited to:

Prerequisite 1: Complete a swim-tread-swim sequence without stopping to rest:

- Jump into the water and totally submerge, resurface then swim 150 yards using the front crawl, breaststroke, or a combination of both. (Swimming on the back or side is not permitted. Swim goggles are allowed.)
- Maintain position at the surface of the water for 2 minutes by treading water using only the legs.
- Swim 50 yards using the front crawl, breaststroke, or a combination of both.

Prerequisite 2: Complete a timed event within 1 minute, 40 seconds:

- Starting in the water, swim 20 yards. (The face may be in or out of the water. Swim goggles are not allowed.)
- Surface dive (feet-first or head-first) to a depth of 7 – 10 feet to retrieve a 10-pound object.
- Return to the surface and swim 20 yards on the back to return to the starting point, holding the object at the surface with both hands and keeping the face out at or near the surface.
- Exit the water without using a ladder or steps.

NECESSARY COMPETENCIES (KNOWLEDGE, SKILLS, ABILITIES, BEHAVIORS)

Knowledge & Abilities:

- Lifeguarding safety policies, water hazards, lifesaving techniques and first aid.
- Some knowledge of standard pool operating procedures.
- Ability to respond to emergency situations and perform first aid as necessary.
- Safe work methods and safety regulations pertaining to the work.
- Office practices, methods, computer equipment and basic computer applications.
- Interact courteously with co-workers and the public in a manner which projects a positive image of the Department.
- Ability to recognize hazardous situations.
- Follow the facility emergency action plan.
- Retain knowledge learned through training.
- Professionally discipline the public who use the pool facility.
- Follow oral and written instructions.
- Work efficiently as part of a team and independently.
- Ability to work early mornings, evenings and weekends as scheduled.

LEGAL REQUIREMENTS

As a condition of employment, this is a safety sensitive position will be subject to pre-employment drug testing (includes testing for marijuana). Positive test results will exclude an applicant from being hired. This position may also 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 potential 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. Required to wear uniform while on duty.

PHYSICAL DEMANDS OF POSITION

Work involves climbing, frequent sitting, intermittently sitting, standing, or stooping, standing, or walking; requires the ability to lift objects of less than 24 lbs. and occasionally weigh up to and over 50 lbs. Work requires considerable muscular exertion and/or physical strain, as well as continuous intense mental concentration and visual attention. 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.

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.

I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.

Acknowledged: _____ **Date:** _____