

JOB DESCRIPTION  
**RECREATION ASSISTANT / LIFEGUARD**

Department: Public Works  
Classification: Temporary, Non-Exempt  
Reports to: Pool Manager  
Work Schedule: Part-time (10-35 hrs/week), days, evenings, Saturdays.

**General Statement of Responsibility**

Under general supervision, ensures the safety of patrons of an aquatic facility by preventing and responding to emergencies.

**Essential Responsibilities**

- Maintains constant surveillance of patrons in the facility; acts immediately and appropriately to secure safety of patrons in the event of emergency.
- Provides emergency care and treatment as required until the arrival of emergency medical services.
- Staff the front counter, process purchases and respond to customer needs
- Presents professional appearance and attitude at all times, and maintains a high standard of customer service.
- Performs various maintenance duties as directed to maintain a clean and safe facility.
- Prepares and maintains appropriate activity reports.
- Performs miscellaneous job-related duties as assigned.

**Auxiliary Expectations**

- Follow all City safety rules and procedures at all times.
- Maintain proficiency by attending trainings and meetings, reading materials, and networking.
- Make use of available resources to keep abreast of upcoming or new regulations and legislation within areas of responsibility.
- Practice common courtesy and respect with fellow employees especially related to work schedule, work load, time-off coordination, use of council room, and other shared equipment and areas.
- Maintain work area in a clean and orderly manner.
- Maintain a clean, neat, and paraprofessional appearance and dress in an appropriate manner for the work being performed.

**Position Qualifications**Mandatory

- Must be 15 years of age or older.
- CPR/AED for the Professional Rescuer Certified;
- Current certification as Lifeguard by a recognized source of training.

Desirable

- Ability to react calmly and effectively in emergency situations.
- Skill in the application of lifeguarding surveillance and rescue techniques.
- Ability to pass a pre-employment physical skills evaluation as stipulated by the department.
- Ability to prepare routine administrative paperwork.
- Knowledge of CPR and emergency medical procedures.
- Ability to follow routine verbal and written instructions.
- Knowledge of customer service standards and procedures.
- Water Safety Instructor (WSI) certification

**Physical Demands of Positions**

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation. In addition to the demands listed below, lifeguards are required to possess sufficient physical fitness and specialized abilities to perform the duties required of lifesaving personnel. Such duties include swimming, diving, lifting and other activities associated with water rescue situations.

Motor Coordination

- |  |  |
|--|--|
| <input type="checkbox"/> Use multi-line telephone      | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use radio/console             | <input type="checkbox"/> Type ____ words per minute                        |
| <input checked="" type="checkbox"/> Use a calculator   | <input type="checkbox"/> Use postage machine                               |
| <input checked="" type="checkbox"/> Use a copy machine | <input checked="" type="checkbox"/> Use hand tools                         |
| <input type="checkbox"/> Use a fax machine             | <input checked="" type="checkbox"/> Use power tools                        |
| <input type="checkbox"/> Use a scanner                 | <input checked="" type="checkbox"/> Other: Cash Register                   |

Sensory Requirements

- |   |   |
|---|---|
| <u>Sight</u>  | <u>Hearing</u>  |
| <input checked="" type="checkbox"/> Peripheral vision | <input checked="" type="checkbox"/> Distinguish between different tones     |
| <input checked="" type="checkbox"/> Focus             | <input checked="" type="checkbox"/> Hear warning alarms, bells and whistles |
| <input checked="" type="checkbox"/> Color perception  | <input checked="" type="checkbox"/> Hear phone ringing and radio pages      |
| <input checked="" type="checkbox"/> Depth perception  |   |

Lifting, Pushing, Pulling, Holding and Carrying

Movement	Ability to move materials / equipment (lbs.)						Frequency of Manipulation		
	<5	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift					<b>X</b>		<b>X</b>		
Push/Pull					<b>X</b>		<b>X</b>		
Hold/Carry					<b>X</b>		<b>X</b>		
Reaching					<b>X</b>		<b>X</b>		

Movement done from: (check all that apply)

- Ground to waist     Waist to shoulder     Above shoulder

Climbing

	Ladders	Stairways
<b>X</b>	<input type="checkbox"/> Step stool <input checked="" type="checkbox"/> 7' to 10' step ladder <input type="checkbox"/> Extension ladder <input checked="" type="checkbox"/> Other: Lifeguard chair ladder _____ <input type="checkbox"/> Not essential to job function	<b>X</b> <input type="checkbox"/> less than 1 flight <input type="checkbox"/> 1-2 flights <input type="checkbox"/> more than 3 flights <input type="checkbox"/> Other: _____ <input type="checkbox"/> Not essential to job function

Standing, Sitting, Walking, and Running

	Duration (hrs./day)						Frequency		
	0-1	1-3	3-5	5-7	7-9	9+	Occasionally	Frequently	Continuously
Stand			X					X	
Sit		X						X	
Walk			X					X	
Run	X						X		

Running and Walking done on:  Flat surface     Uneven surface     Other: \_\_\_\_\_

Driving: NA

**Working Conditions**

Work is performed indoors and outdoors. When work is performed outdoors, there is full exposure to the elements and incumbent may be exposed to heat and cold. When work is performed in an office environment it can require sitting for prolonged periods of time. The noise level in the work environment is usually moderate.

**Supervision Exercised**

None

**Supervision Received**

Works under the direct supervision of the Pool Manager. Also receives direction from the Recreation Coordinator and Community Services Director.