

# City of Miles City Position Description

May 5, 2005

**POSITION:** Lifeguard

**DEPARTMENT:** Engineering & Operations

**POSITION DESCRIPTION:** This position is full time short term. Minimum age of 15 years is required. Under the general supervision of the Pool Manager, this position is responsible for strictly and consistently enforcing all pool rules and regulations to ensure the safety of the pool patrons.

## **SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. Nature of Work: This position ensures the safety of swimmers by the constant monitoring of the individuals in and around the water and the facility for problems, enforcement of facility rules and is responsible for collecting fees, keeping and maintaining records.
2. Personal Contacts: Frequent contact with the public, supervisors and fellow employees.
3. Supervision Received: General direction of the Pool Manager.
4. Supervision Exercised: None.

## **AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

Responsible for protecting the safety of individuals using the facility; strictly and fairly enforces all rules and procedures associated with the facility; monitors the safety of all individuals in and around the water; remains in a position to observe the entire pool and individuals; wears designated uniform at all times to be readily recognizable as a lifeguard, constantly remains alert and safety conscious to prevent or react to correct unsafe situations; quickly responds and render first aid as needed; clears pool quickly and safely in emergency situations; reports all accidents, injuries and problems to supervisor; checks locker rooms after shift and picks up trash and forgotten articles, and performs related duties as directed by supervisor.

## **JOB REQUIREMENTS:**

**KNOWLEDGE:** This position requires a through knowledge of water safety principles, safety equipment, first aid response and treatment and proper life saving procedures and general knowledge of record-keeping.

**SKILLS AND ABILITIES:** This position requires skill in swimming, first aid procedures, and life guarding techniques, and maintaining accurate records. This position requires the ability to work unsupervised, give and carry out verbal directives, remain calm in stressful situations and follow safety procedures, correctly use water safety devices, remain alert and clearly visible at all times,

collect and record appropriate fees, be well organized, maintain and operate swimming pool equipment and facilities, give clear written and oral instructions, keep accurate records and establish and maintain effective working relationships with supervisors, fellow employees, and the public.

**EDUCATION AND EXPERIENCE:**

The above knowledge, skills and abilities are typically attained by certifications in Cardio-Pulmonary Resuscitation (CPR), Life Saving, First Aid and Water Safety.

**JOB PERFORMANCE STANDARDS:**

Evaluation of this position will be based primarily upon the preceding job description requirements and duties. Examples of job performance standards include, but are not limited to the following:

- Maintains a safe and sanitary swimming environment.
- Collect and record fees properly.
- Keep daily records regarding the pool.
- Sees that the pool is cleaned according to standards.
- Maintains established pool hours.
- Establishes and maintains effective working relationships with health inspectors, supervisors, fellow employees and the public.
- Demonstrates punctuality.
- Observes work hours.
- Fully monitors swimmers during on-duty hours.
- Enforces pool rules and regulations.
- Operates safety equipment properly.
- Renders correct first aid in emergency situations.
- Wears the proper uniform at all times.
- Maintains a position that allows observation of the entire pool.
- Possess the required certifications.
- Remains alert at all time.
- Reports all accidents, injuries and problems to supervisor.
- Assists pool manager and/or head lifeguard as needed.
- Other duties as assigned.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_