



RECREATION DEPARTMENT JOB DESCRIPTION

LIFEGUARD

EXEMPT: Yes

UNION: No

GENERAL STATEMENT OF JOB:

Observes and monitors public when they are in the pool, enforces rules and communicates with the patrons in a pleasant manner.

EXAMPLES OF WORK PERFORMED:

Section 1. Specific Activities

- 1.1 Observes pool and people for overall safety.
- 1.2 Observes the conduct of patrons, and communicates openly with patrons/staff in a friendly manner.
- 1.3 Enforces pool regulations and safety procedures to protect the life and well being of persons using the swimming pool; enforces emergency procedures at all times.
- 1.4 Teach swimming lessons.
- 1.5 Cleans restrooms, pool deck, office areas and helps whenever with other tasks.
- 1.6 Attends employee orientation and meetings as required.
- 1.7 Satisfies training requirements on a weekly basis.

Section 2. Peripheral Activities

- 2.1 Performs other tasks as requested or as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Follow written, verbal, or diagrammatic instructions; several concrete variables. Simple addition and subtraction; copying figures, counting, and recording.

Skill in operation of all safety equipment in the pool area.

Ability to understand and follow verbal or demonstrated instructions; write identifying information; request supplies verbally or in writing. Ability to communicate effectively, verbally or in writing, with the general public to maintain a safe atmosphere. Ability to have a quick action response in an emergency. Employee will be familiar with details of job to do it reasonably well within 2 weeks or less.

TOOLS AND EQUIPMENT USED:

Safety buoys, Shepard's Crook, rescue tubes, reaching pole and other equipment associated with the pool.

CONFIDENTIAL DATA:

Employee will maintain a high level of confidentiality concerning safety, health, and work related matters.

ESSENTIAL PHYSICAL JOB REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee constantly sits; uses eye-hand coordination; hears; has contact with general public/customers; climbs ladders. Employee frequently stands; walks; talks. Employee must swim 500 yards weekly.

Employee must be able to occasionally lift up to 100 pounds. Specific vision abilities required by this job include distance vision.

ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:

All applicants will be considered for these positions. The following elements serve to identify the required acceptable experience and qualifications:

- 1 Minimum education: less than High School Degree, plus training in CPR, First Aid, lifeguard training; and
- 2 Related work experience of 6 months or less,

- 3 Any equivalent combination of education and experience.
- 4 First aid and CPR certification and lifeguard certification.

STATEMENT OF WORKING CONDITIONS:

The City of Platteville is a drug-free workplace.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee is exposed to noise from pools and individuals; temperature extremes and dampness with weather at the pool.

POSITION ACCOUNTABILITY:

REPORTS TO: Pool Manager or Assistant Pool Manager and Parks & Recreation Director.

SUPERVISION EXERCISED: Attendants when necessary.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

CITY OF PLATTEVILLE VALUES

Having a Positive Impact on Our Community • Treating our Customers with Care • Working Cooperatively Together • Doing Quality Work • Demonstrating Integrity on the Job • Showing Flexibility and a “Can Do Spirit” • Acting as Good Stewards of the City’s Resources • Ensuring Our Safety and the Safety of Others

Approved by Common Council: 4/10/01

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