



CITY OF CRETE POOL LIFEGUARD

Job Status: Hourly, Seasonal

Reports to: Pool Manager(s)

**Supervisory
Responsibilities:** None

I. GENERAL FUNCTIONS

Ensure the safety and well-being of all swimming pool patrons and aid in the effective overall operation of the city swimming pool. Report to the pool manager and assistant pool manager(s). Hourly, seasonal position.

II. ESSENTIAL DUTIES & RESPONSIBILITIES

1. During guard duty rotation continuously watch patron activity and respond effectively when needed. Enforce swimming pool rules and regulations as necessary.
2. Respond to all emergency situations effectively and document all incidents.
3. Respond with courtesy and in a timely manner to the needs of patrons. Provide quality customer service to all pool patrons.
4. Serve as a swimming lessons instructor when assigned.
5. Actively participate with the swim team operations as needed and/or assigned (coaching, working during home meets).
6. Work pool parties when assigned.
7. Actively participate in general maintenance, cleaning and closing responsibilities as needed. Properly store equipment, visually inspect facilities and grounds for trash to be picked up and disposed of, spray floors with disinfectant before swimming lessons and at closing, clean bathroom toilets and floors.
8. Follow the directives of other assignments from the Pool Manager and Assistant Pool Manager(s).
9. Work weekends and evenings as needed and all other assigned work times.
10. Follow and enforce all safety rules and policies.
11. Communicate effectively with persons of various ethnic backgrounds, educational levels and communication abilities.
12. Operate and employ such devices or procedural changes necessary to provide services to and accommodate persons with disabilities.
13. Respond to multiple requests for information.

14. Work outside for extended periods of time in a variable environment. Maintain mental and visual concentration for extended periods of time.
15. Accurately identify the swimming ability of patrons and measure the need for emergency response or emergency assistance. Identify and respond to unsafe behavior, equipment or environmental situations.
16. Effectively prioritize the necessary response(s) during an emergency situation.
17. Maintain composure while working with emotionally disturbed, confused or agitated persons.
18. Provide guidance and discipline to patrons according to city policies and procedures.
19. Utilize protective clothing, equipment and procedures as required by Federal, State or City regulations, or as required by insurance carriers for the City of Crete, or supervisor.
20. Other duties as assigned.

III. KNOWLEDGE, SKILLS, ABILITIES

1. Successful completion of a certified lifeguarding class.
2. Ability to work effectively with people of all ages and backgrounds.
3. Ability to stay attentive and alert while on duty.
4. Ability to communicate effectively in diverse situations.
5. Ability to manage multiple demands while meeting assigned responsibilities.
6. Ability to concentrate and react effectively when in a dynamic and potentially distracting environment.
7. Ability to climb up to lifeguard chairs.
8. Ability to work in varying weather conditions.

IV. DESIRABLE TRAINING & EXPERIENCE

Any combination of work experience and training that allows the duties and responsibilities of this position to be achieved. Preference will be given to job applicants documenting successful experience in like or similar positions.

V. MINIMUM QUALIFICATIONS

1. Possess or be able to obtain a valid certification in CPR and Basic First Aid
2. Possess or be able to obtain a valid Lifeguard certification
3. Must be at least 16 years of age

VI. WORKING CONDITIONS & PHYSICAL EFFORT

Medium Work Classification (as described by ADA) for the majority of duties and responsibilities and Heavy Work Classification (as described by ADA) for some of the duties and responsibilities involved in the operation of the city swimming pool. This position is also subject to varying weather conditions including but not limited to: rain, high temperatures, and sun exposure for long periods of time.

VII. OTHER

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee Acknowledgment of Job Description

This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the City's Personnel Manual is a contract for employment.

Employee Signature

Date

Supervisor Signature

Date