

Lifeguard JESAP Profile	
Job Grade:	Job Code:
Job Group:	Job Family:
Department Name For This Position: Parks & Recreation	Position Reports To (Immediate Supervisors Title): Aquatics Superintendent
Physical Location For This Position:	This Position Is: Non Exempt
This position is safety sensitive: No	Security Sensitive: No

General Description

Monitors activities in swimming areas to prevent accidents and provide assistance to swimmers by performing the following duties.

Essential Duties and Responsibilities

Cautions swimmers regarding unsafe areas.

Rescues swimmers in danger of drowning and administers first aid.

Maintains order at the aquatics facility by enforcing the aquatic center rules and regulations.

Reports all disciplinary problems to the Aquatics Superintendent. Inspects facilities for cleanliness.

Participates in providing swim lessons. Incorporate diverse and fun activities into lessons.

Complete Incident Reports as needed.

Organizes and puts away as needed class equipment and ensures that pool area is neat and orderly.

Attends all required staff meetings.

Maintains a current certification in Lifeguard Training, CPR and First Aid.

Informs the Aquatic Superintendent when supplies needed or equipment needs repair or replaced.

Enforces the Aquatic Center rules as listed in the staff manual.

Maintains positive public relations at aquatics facilities.

Completes other duties as assigned.

Fiscal Responsibilities

Annual budget total value

Funds, facilities & equipment total value

Supervisory Responsibilities

How many non-supervisory employees are directly supervised by this position?

How many supervisors report to this position?

How many employees, in total, report to the other supervisors?

What departments (if any) are supervised by this position?

- Responsibilities For Work Of Others: No supervision.
- Responsibility For Funds, Equipment, Property, Etc.: OCCASIONALLY responsible for the organization's and/or associated organization's property where carelessness or error would result in only MINOR damage or MINOR monetary loss. Ordinary care and ATTENTION IS REQUIRED when handling this property in order to prevent loss.

Education And Experience

- Education: Minimum requirement; general educational background without high school completion
- Experience General: 0 to 6 months related experience or training.
- Experience Management: Not Required

Work Skills

- Analytical Ability/ Problem Solving: MODERATELY STRUCTURED. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.
- Planning: LIMITED RESPONSIBILITY with regard to SPECIFIC ASSIGNMENTS in planning time, method, manner, and/or sequence of performance of own work operations.
- Decision Making: Performs work operations which permit FREQUENT opportunity for decision-making of MINOR IMPORTANCE and also FREQUENT opportunity for decision-making of MAJOR IMPORTANCE; the latter of which would affect the work operations of OTHER EMPLOYEES and/or CLIENTELE to a MODERATE DEGREE.
- Supervision Received: Under GENERAL SUPERVISION where standard practice enables the employee to PROCEED ALONE on routine work, referring all questionable cases to supervisor.
- Accuracy: Probable errors of INTERNAL and EXTERNAL scope would have a MODERATE effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.
- Communication Skills: undefined
- Mathematical Skills: Ability to add, subtract, multiply and divide numbers. Ability to perform these mathematical skills using money and other forms of measurement.
- Critical Thinking Skills: Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.
- Mental Demand: CLOSE MENTAL DEMAND. Operations requiring CLOSE AND CONTINUOUS ATTENTION for control of operations. OPERATIONS REQUIRING INTERMITTENT DIRECT THINKING to determine or select the most applicable way of HANDLING SITUATIONS regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

Other Skills

undefined

Accountabilities

- Freedom To Act: GENERALLY CONTROLLED. General processes covered by established policies and standards with supervisory oversight.
- Annual Monetary Impact: NONE: Job does not create any dollar monetary impact for the organization.
- Impact Of Job On End Results: MODEST IMPACT. Job has some impact on the organization's end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

Certificates, Licenses, Registrations

Required

American Red Cross Lifeguard Training Certification and CPR - First Aid Certification

Preferred

Contacts With Public and Employees

- **Contacts With Employees:** Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as it pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.
- **Contacts With Public:** Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

Machines, Equipment & Computers

- **Use Of Machines, Equipment And/Or Computers:** Regular use of non-complex machines and equipment (adding machines, calculators, copy/fax machines, etc.)

Software Skills Required

Software Ability

- 10-Key: None
- Accounting: None
- Alphanumeric Data Entry: None
- Contact Management: None
- Database: None
- Enterprise Resource Planning: None
- Human Resources Systems: None

- Payroll Systems: None
- Presentation/PowerPoint: None
- Programming Languages: None
- Spreadsheet: None
- Word Processing/Typing: None

Other Software Skills

undefined

Work Environment

How much exposure to the following environmental conditions does this position require? Show the amount of time by checking the appropriate boxes below.

- Work near moving mechanical parts (spinning shafts, engines, lifts, etc.): Never
- Work in high, precarious places (tall structures, bucket lifts, extension ladders, etc.): Never
- Fumes or airborne particles (painting, sanding, solvents, flying lint or dust particles, etc.): Never
- Toxic or caustic chemicals (including potential for chemical spills, etc.): Never
- Outdoor weather conditions (exposure to outdoor heat, cold or inclement weather): Never
- Wet or humid conditions (not weather-related, such as greenhouse, carwash, etc.): Never
- Extreme cold (not weather-related, such as freezer, cold storage, etc.): Never
- Extreme heat (not weather-related, such as furnace, kitchen, ovens, etc. where temperature is regularly above 100 degrees F): Never
- Risk of electrical shock (live electrical wires, equipment that retains power after shutoff): Never
- Work with explosives (TNT, dynamite, nitroglycerine, or other related explosives): Never
- Risk of radiation (x-ray equipment, nuclear radiation, electromagnetic radiation, etc.): Never
- Vibration (jackhammer, soil compactor, equipment that creates high vibration, etc.): Never
- Indicate the level of noise that is typical for the work environment for this position by checking the appropriate box below.: Loud (metal can manufacturing department, large equipment, etc.)
- Working Conditions: Somewhat disagreeable working conditions. Exposed to any number of elements noted in Degree 2, with one or two elements present continuously. May involve some travel and/or work is at times, in the evening or during the night hours.

Physical Demands

Physical Activities

- Stand: Regularly
- Walk: Regularly
- Sit: Regularly
- Use hands to finger, handle, or feel: Regularly
- Reach with hands and arms: Regularly
- Climb or balance: Regularly
- Stoop, kneel, crouch, or crawl: Regularly
- Talk or hear: Regularly
- Taste or smell: Regularly

Weight Lifted

- Up to 10 pounds: Never
- Up to 25 pounds: Never
- Up to 50 pounds: Never
- Up to 100 pounds: Never
- More than 100 pounds: Never

Vision requirements

- Physical Demand: HIGHLY REPETITIVE, HIGHLY PHYSICAL. HIGHLY REPETITIVE type work which requires the CONCENTRATED AND NON-DIVERSIFIED physical demands of the employee.

Additional Information

Core Competencies / Additional Info

Yet More Additional Info

undefined

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