

City of Cimarron
Job Description

Job Title: Lifeguard

Department: Swimming Pool

Reports To: Swimming Pool Manager

FLSA Status: Non-Exempt

Pay Range:

Approved By: Mayor/City Council

Approved Date: August 1, 2008

Summary: Under the supervision of the Swimming Pool Manager, the Lifeguard is a non-exempt position under the FLSA. The Lifeguard performs skilled functions for city services related to the swimming pool operations. This employee maintains safety of the public during operation of the swimming pool. The employee in this position interacts regularly with the public. Follows city, state laws and regulations, and policies on swimming pool operations.

Essential Functions and Responsibilities. Other duties may be assigned.

- Maintain constant surveillance of patrons in the facility; act immediately and appropriately to secure safety of patrons in the event of emergency;
- Provide emergency care and treatment as required until the arrival of emergency medical services;
- Present professional appearance and attitude at all times, and maintains a high standard of customer service;
- Perform various maintenance and cleaning duties as directed to maintain a clean and safe facility;
- Prepare and maintain appropriate reports and forms;
- Perform miscellaneous job-related duties as assigned;
- Fields questions, concerns, and complaints from the general public;
- Enforce pool rules and regulations for the public;
- Inventory, order, stock and sell concessions, collect fees for classes and concessions;
- Oversee and enforce rules during private pool parties.
- Teach aerobic or exercise classes;
- Teach swimming lessons and assist where requested;
- Assist as requested with swim team activities;
- Perform daily cleaning and maintenance of pool, bathhouse, restrooms, pool deck, and perimeters of facility. Conform to exactness, neatness and to policies and procedures;
- Prepare and clean the pool area, building and perimeter for opening and closing each season;
- Implement emergency management procedures when appropriate.
- Collect and maintain an up-to-date inventory of all pool equipment and supplies, including forms and reports, first aid supplies, and cleaning supplies as requested.
- Report equipment problems or needed repairs to the Swimming Pool Manager;

- Complete all necessary paperwork including daily deposit records, timecards and any other pool statistics as requested.
- Deal with the patrons pleasantly, while being fair and direct.
- Report serious accidents or incidents to the Pool Manager immediately following rescue, treatment or assistance, and complete required reports.
- Maintains records on department activities;
- Performs work according to policies, procedures, and the personnel manual;
- Performs all other duties as assigned.

Marginal Functions. Other duties may be assigned.

- None.

Supervisory Responsibilities:

None

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Problem Solving - Works well in group problem-solving situations.
- Customer Service - Responds to requests for service and assistance.
- Interpersonal Skills - Focuses on solving conflict, not blaming; maintains positive attitude; and gets along well with coworkers.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations.
- Teamwork - Balances team and individual responsibilities; contributes to building a positive team spirit; puts success of team above own interests; and supports everyone's efforts to succeed.
- Organizational Support - Follows policies and procedures; and supports affirmative action and respects diversity.
- Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; and sets goals and objectives.
- Professionalism - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; and follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and

promote quality; applies feedback to improve performance; and monitors own work to ensure quality.

- Quantity - Meets productivity standards; completes work in timely manner; strives to increase productivity; and works quickly.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; and uses equipment and materials properly.
- Adaptability - Adapts to changes in the work environment; manages competing demands; and is able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time; and ensures work responsibilities are covered when absent.
- Initiative - Volunteers readily and is willing to train in new operations, assignments, and teams; and asks for and offers help when needed.

Education and/or Experience:

Minimum Experience – CPR, First Aid Certification, Lifeguard certification from a recognized source of training, and at least 16 years of age.

Minimum Education – Sophomore in High School.

Preferred Experience – W.S.I. Certification preferred, but not mandatory More than one year experience as a Lifeguard.

Preferred Education - None.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills, Abilities:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to record work orders, time records, project information.
- Ability to react calmly and effectively in emergency situations.
- Skill in the application of lifeguarding surveillance and rescue techniques.
- 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.
- Knowledge of swimming pool safety, maintenance, minor electrical and plumbing repair and installation are required.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, counting money.
- Ability to apply common sense understanding to carry out simple five to ten step instructions. Ability to deal with standardized situations with only occasional or no variables.
- Ability to work weekends, evenings. This is a seasonal position, and may require a 40-hour plus work week.

Physical Demands:

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, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and /or move up to 50 pounds, frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

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, the employee is occasionally exposed to toxic or caustic chemicals; outside weather conditions. Uses protective personal equipment. The noise level in the work environment is usually very loud.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.