

City of Pelican Rapids Job Description

Job Title: Lifeguard
Department: Parks Department
Shift: As Prescribed

Date: 5/11/2010
Location: Pool
Supervisor: Aquatic Director

SUMMARY

The person who fills this position in Pelican Rapids will safeguard patrons from drowning and other accidents. Enforce pool rules, operate safety equipment; administer first aid as required, and rescuing and resuscitating drowning persons.

QUALIFICATIONS

Minimum age: 15

Current American Red Cross Lifeguard Training Certification and American Red Cross Standard First Aid, CPR and AED. Certifications required being on file if hired.

DUTIES AND RESPONSIBILITIES

Safeguard

- To scan the assigned watch area for potential accidents, etc.
- To observe and enforce all rules and regulations.
- Prevent injury by minimizing and eliminating hazardous situations.
- Respond quickly to all emergencies.
- Administer first aid.
- Communicate with other guards for assistance.

Other

- Attend mandatory staff trainings.
- Educate patrons on the rules.
- Fill out reports, as needed.

PHILOSOPHY

Today, Lifeguarding is a science. A Lifeguard's efficiency is no longer based upon the number of rescues they make but rather on the limited number of emergencies occurring in the area of their responsibility.

Lifeguards need to recognize and prevent actions or situations that may lead to an emergency. Prevention of accidents through knowledge of lifesaving, proper use of equipment and realization of responsibilities are the chief attributes of a skilled lifeguard.

In the eyes of the child and the adult, the lifeguard is a hero - they are look to as a ready source of help in time of an emergency. Patrons become critical when a lifeguard exhibits inattention, irritability and/or domineering supervision. They respect a lifeguard who displays courteous adherence to their duties. The very nature of lifeguarding demands that they conduct themselves in such a manner that individuals look to them with confidence and that they perform their duties in a conscientious manner.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

Communications: Must have ability to actively listen to others for understanding of their needs and situations; ability to speak and write English clearly; ability to give directions and guidance clearly.

Decision Making: Must act in a decisive manner, using good judgment. Must be able to assess problems and situations, able to anticipate needs, evaluate alternatives and use discipline as needed. Must have knowledge of the use of available resources, including a thorough knowledge of programs, facilities and their characteristics. Ability to work independently. Ability to understand and work in a safe manner. Must be able to read and understand directions.

Interpersonal relationships: Ability to establish effective working relationships with employees, supervisors and public. Must exclude personal biases from work performance. Must have the ability to work the assigned areas and hours.

Professional Attitude: Must have commitment to the organization; willingness to take initiative; dependability; maturity in relationships with others; and self-confidence. Must represent the organization to other agencies and citizens with a courteous, helpful, accurate and business-like attitude in all telephone and personal contact.

Quality of Work: Must be able to produce quality, accurate work. Must be able to perform multiple tasks simultaneously. Must be able to utilize work time properly and productively.

Technical Knowledge: Desired knowledge and understanding of the pool operation. Certified in American Red Cross Life guarding (or other accepted agency program). Certificates in First Aid, CPR and AED. Knowledge of EAP for emergency situations.

Physical Abilities: Normal vision needed with or without correction. Capable of reaching (extending the hands or arms in any direction); handling (seizing, holding, grasping, turning and otherwise working with the hands); and fingering (picking, pinching, or otherwise working with the fingers).

Supervision of Others: None

GENERAL STAFF RESPONSIBILITIES

Preparation

Be prepared for your guarding assignment 15 minutes before pool opening.

Make sure you have all of the equipment needed for your guard stand.

Be dressed in your lifeguard uniform and have all assigned equipment with you.

Report any damaged or broken equipment.

Assist Aquatic Director with facility check as needed.

Be at station when there are participants in the water.

Be familiar with the rotation schedule as set by the Aquatic Director.

Be familiar with the area to be covered at each specific guard stand.

Each lifeguard station has certain responsibilities and duties. You are responsible for knowing and understanding these.

If you will be late for an emergency reason, call your supervisor ahead of time.
Excessive absences will not be tolerated.

General Information

Know where the telephones are and how to dial 911.

All lifeguards must be in position before the pool is opened.

Know the facility EAPs.

The Aquatic Director may call for safety checks at anytime. All swimmers must exit the water and lifeguards remain on duty. Generally safety checks will not exceed 5 minutes.

The Aquatic Director is responsible for deciding how many guards and what stations they will occupy.

The Aquatic Director has authority to reduce the number of guard positions or to change the rotation schedule.

Know how to fill out accident reports/forms.

Know all pool rules.

Additional training will be held throughout the summer. **Training is mandatory.**

Pool employees are expected to remain at the site until the session is over and the last participant has been picked up, required clean-up performed and you have been dismissed by your supervisor.

Additional special events and group uses may be scheduled. These extra hours will be paid at your regular rate. All staff is required to work a rotation of events.

Swimming instructors must not cut classes short.

Employees must help with swimming lessons when scheduled or asked from Aquatic Director

Tardiness will not be tolerated!

Holidays are mandatory; hours are paid at a regular rate of pay

Closing

Help clear the water at closing time. Aquatic Director will make the announcement.

Guards remain on duty and vigilant until the pool is cleared.

Do not let anyone back into the water once they have exited.

Clean your assigned area.

Return any equipment to the Guard room.

Dress Code

All employees will be neatly dressed and groomed.

Dress to suit your specific job duties but keep modesty in mind, NO 2 PIECE SUITS

Staff shirts are to be worn when the job requires.

Shoes or pool shoes should be worn when on duty as needed.

Specific job duties at the pool require additional health and/or safety equipment to be worn. Failure to do so will result in disciplinary procedures.

Scheduled Working Hours

Pool workers are expected to be at the site ready to begin at least 15 minutes prior to starting time.

Absence From Duty

The responsibility you have for the safety and welfare of the patrons at your area cannot be over-emphasized. To leave the site without making due provisions for

its operation during your absence is a serious offense. **Under no circumstance shall your job site be left unsupervised.**

If an emergency arises or illness occurs which makes it impossible to work, call the Aquatic Director as soon as possible so a substitute may be contacted.

Illness

If you are ill, call the Aquatic Director as soon as possible. **This is mandatory!**

Time Off

Pool staff is asked not to request time off for trips, vacations, dentist, etc. In the event that such a case should arise, you must submit a written request to your supervisor at least 1 week in advance. Include your name, position, dates that you will be gone. **You are responsible for finding your own substitute.** You cannot leave without finding a proper substitute and informing the Aquatic Directors of who the replacement is, what hours he/she will be working.

Use of Alcohol/Drugs

Anyone on duty while under the influence of alcohol or illegal drugs will be subject to immediate dismissal.

Disciplinary Action for Employee

Employees may be subject to disciplinary action for failing to fulfill their duties and responsibilities as City employees. Discipline could consist of oral reprimand, a written reprimand, suspension, or termination depending on the circumstances and severity of the situation. Failure to abide by the rules and regulations can result in disciplinary action.

The following are examples of situations where disciplinary action may follow. This is not a complete list:

- Incompetence or ineffective performance of duties.
- Insubordination
- Violation of any lawful or rule, regulation or order, or failure to obey any lawful or appropriate direction made and given by a superior.
- Use of offensive conduct or language toward the public, municipal officers, superiors or other employees.
- Carelessness and negligence in the handling or control of property.
- Dishonesty in the performance of duties.
- Smoking and tobacco usage is absolutely prohibited.
- Making or filing a false report or official statement.
- Failure to work cooperatively with employees and/or supervisors.
- Having friends excessively hanging around (remember this is your job)

The City reserves the right to take any disciplinary action it deems appropriate under the circumstances.

Temporary Employee Status

All pool positions are seasonal and temporary in nature and persons employed are hired "at-will" and are not considered public employees. A seasonal employee who has been terminated by the City at the end of the season shall have no "recall rights" for employment the following year.

No one is guaranteed a return position for the following season.

Handling of Money

If part of your duties assigned includes handling money, you are responsible for it. If some or all of it is lost, you will be held accountable for it.

Accident and Injury Reports

All injuries must be reported immediately no matter how minor.

Equipment and Supplies

Pool staff is responsible for the care of equipment and supplies issued for your job. Please report any damaged equipment to the supervisor as soon as possible. An inventory will be taken prior to the close of the program--all equipment must be accounted for. Broken equipment must be signed advising that it is broken and not to be used. If you need additional supplies, talk to your supervisor. All supplies must be used for the purpose they were intended.

Property Damage

Any damage to pool property must be reported to your supervisor immediately. This includes inside and outside equipment.

Lost and Found Articles

Unclaimed lost and found articles should be brought to the Pool Office.

Use of cell phones

Employees will refrain from using these devices while on duty.