

**COMMUNITY SERVICES DEPARTMENT
RECREATION DIVISION
LIFEGUARD/INSTRUCTOR II**

GENERAL DUTIES: Under direct supervision of the Aquatics Coordinator, Pool Manager, and/or the Assistant Pool Manager, is responsible for instructing youth and adults with basic to advanced swimming skills, supervising the safety of participants during recreational swimming, and enforce pool safety and sanitation rules whenever the pool facility is in use. Employees in this classification instruct and supervise the participants in the summer aquatics program.

GENERAL REQUIREMENTS:

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the city, as per department policy.

Attendance - Follows department/City policy in regards to punctuality and attendance.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Observe pool areas to insure cleanliness and safe, proper use of facilities and equipment.
2. Maintain constant surveillance over pool users to ensure that they conduct themselves in a manner so as not to endanger themselves or others.
3. Enforce pool rules and regulations as they pertain to pool users.

4. Perform rescues, administer first aid, perform CPR and summon supervisors and emergency personnel as required for injuries or other medical emergencies.
5. Administers written and practical swim tests to determine participants' skill level.
6. Complete report cards and certificates at the completion of each swim class.
7. Work outdoors and in the water in variable temperatures and weather conditions.
8. Compile written report to document rescues, injuries, and other incidents as required.
9. Keep daily activity logs of rescues and other incidents involving the administration of first aid and enforcement of pool rules.
10. When not on lifeguard duty performing safety supervision functions, will provide swim lessons, water safety instructions or similar duties in accordance with Red Cross guidelines.
11. Plan and implement lesson plans.
12. Communicates to Manager and/or Assistant Manager any problems that take attention away from guarding pool.
13. Directs use of equipment, including diving board, games, special event equipment.
14. Set-up pool area and cleanup after instruction.
15. Develop positive relationships with pool users to ensure cooperation with pool rules and positive public relations.
16. Assist in the closure of swimming pool areas as warranted.
17. Participate in related training programs and staff meetings.
18. Perform related work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS:

1. Proper decision making according to policies and approved lifeguard training standards.

2. Swimming, performing lifeguard, and rescue functions proficiently and with endurance under stress.
3. Effectively performing first aid and CPR techniques.
4. Swim the elementary back stroke, free style, side stroke, and breast stroke.
5. Communicating effectively with the public in a positive but firm manner in order to enforce pool safety rules.
6. Conducting a program of swimming instruction, water safety instruction, and/or recreational activities in a swimming pool.
7. Excellent interpersonal and communication skills.
8. Excellent customer service techniques.
9. Supervision of activities.

KNOWLEDGE: Knowledge of:

1. Swimming hazards, water safety rules, lifeguard techniques.
2. Red Cross Lifeguard and Water Safety Instructor principles, practices, and techniques.
3. First aid and cardio-pulmonary resuscitation (CPR) techniques.
4. Pool operating procedures.
5. Techniques and principles of swimming instruction and water safety instruction.
6. Handling the needs and concerns of various age groups.
7. Principles and practices of working in a team environment.

ABILITIES: Ability to:

1. Remain vigilant, alert, and act quickly in making rescues and rendering aid.
2. Enforce pool safety rules effectively and with a positive demeanor.
3. Work as a team with other lifeguards.

4. Arrive at job site on time and in the appropriate uniform required by the Division.
5. Communicate clearly and concisely both orally and in writing.
6. Hear and distinguish a variety of sounds in a noisy environment such as swimmers in need of assistance, whistles, or co-workers request for assistance in a rescue effort.
7. Perform tasks requiring physical strength and/or stamina to effectively rescue victims, administer first aid, and CPR.
8. Properly follow scheduled programs and activities.
9. Lead youth and adults through various swimming instructions and motivate participants.
10. Follow established safety procedures.
11. Display customer service techniques to deal tactfully and courteously with program participants and the general public.
12. Work various hours, including nights and weekends.
13. Respond calmly and efficiently in emergency situations.
14. Work outdoors in variable temperatures and weather conditions.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Rescue equipment, such as, lifeguard rescue tube, life saving ring, rescue pole, first aid kit, and rescue backboard.
2. Whistle, air horn.
3. Pool and recreation equipment, such as pool cover equipment.
4. Two-way radio.
5. Computer monitor, keyboard and printer.
6. Copy machine.
7. Fax machine.
8. Report forms, pencils and pens.

PHYSICAL DEMANDS:

Under typical office or field conditions, employee will perform the following physical activities that include handling files, books, binders, and sometimes boxes of work-related material, lifting and pushing or pulling equipment:

1. Swimming and demands associated with water rescue.
2. Climbing to and from elevated lifeguard station.
3. Sitting in elevated lifeguard station for extended periods.
4. Sitting, for prolonged periods of time working at a computer or attending meetings/training.
5. Walking
6. Standing, for up to 4 hours during presentations, training seminars, and recreational activities.
7. Kneeling
8. Bending/stooping
9. Twisting
10. Reaching
11. Carrying equipment up to 50 lbs.
12. Pushing/pulling, equipment up to 50 lbs.
13. Lifting, up to 50 lbs.
14. Speed, in meeting deadlines and using office equipment.

SENSORY DEMANDS:

Under typical office and field conditions, employee utilizes these senses while using a computer, printer, telephone, copier, fax machine, microphone, easel, overhead projector, tape recorder, automobile, etc.:

1. Seeing
2. Speaking
3. Hearing
4. Touching

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. Indoors: Typical office conditions, up to 5% of the time.
2. Flooring: Low level carpeting, linoleum, tile, wood, etc.
3. Noise Level: Conducive to office settings with phones, copiers, radios, typewriters, etc.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.

6. Dust or Fumes: Normal indoor levels associated with dust and odors from paper, ink pens, copiers or other office-related equipment.

Field Conditions:

1. Outdoors: Varying weather conditions, up to 95% of the time.
2. Travel: Under varying conditions via automobile, less than 20% of the time.
3. Flooring: Carpet, wood, tile, linoleum, concrete, uneven surfaces, grass, rock, asphalt, etc.
4. Noise Level: Normal to high depending on current aquatic activities taking place.
5. Lighting: Normal outdoor conditions, with chance exposure to extreme weather conditions.
6. Ventilation: Heating and air conditioning provided by a vehicle.
7. Dust or Fumes: Normal outdoor levels associated with pollen, dust, vehicle exhaust, etc.

HAZARDS:

Mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, printer, copier, calculator, fax machine, VCR, television, microphone, easel, overhead projector, tape recorder, etc.

When working or traveling in the field, there is some exposure to mechanical hazards while traveling in a vehicle and associated with swimming and injured victims; exposure to wet and slippery surfaces around pool areas.

ATMOSPHERIC CONDITIONS:

Minimal exposure to fumes occurs in a typical office environment. Typical exposure may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment. While in the field, exposure to direct and indirect sunlight.

REQUIREMENTS, TRAINING EXPERIENCE AND QUALIFICATIONS:

1. Completion of Grade 10 or Sophomore year in High School.
2. The following valid certifications are required: American Red Cross Lifeguard training certificate and Water Safety Instructor certificate.
3. Any related experience helpful. Prior experience as a Lifeguard/Water Safety Instructor preferred. A typical way to acquire experience is to have actively participated in water polo teams, swim teams, sports programs, or similar activities outside a school setting and have

some experience in supervising children, communicating with parents and the general public or demonstrate a good knowledge of competitive and lifesaving strokes.

4. Work permit will be required if under 18 years old.
5. May be required to possess and maintain a valid California Driver License along with a safe driving record necessary to operate assigned vehicle(s).
6. Valid tuberculosis (TB) Certificate.
7. Pass a pre-employment drug test.
8. Pass a Department of Justice criminal record check for employment.
9. Prefer non-tobacco user.
10. Prefer bilingual (English/Spanish).