

CITY OF UNALASKA

Position Description

Job Class: Non-Exempt	Job Title: Lifeguard I
Supervisor: Aquatic Center Manager	Department: Parks, Culture and Recreation
Wage Grade: 4	Full Time/Part Time: Part Time
Probationary Period: 6 Months	Union: Non-Union

DEPARTMENT REVIEW

Submitted By: Rick Harwell	Date: May 10, 2005
Reviewed By: <i>W. Harwell</i>	Date: <i>5/11/05</i>
HR Manager Approval: <i>Kim Hughes</i>	Date: <i>5-10-05</i>

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview, successful completion of pre-employment drug screening and reference/background check.

The duties listed in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

When was the last time this position description was updated? Date: **05-2005**

What is the overall purpose and objective of this position (why does this position exist)?

Monitor and supervise the activities of patrons in the Aquatics Center. This includes but is not limited to providing lifesaving services, performing adequate CPR and First Aid skills, administering oxygen and the Automated External Defibrillator device, promoting safe use of, and maintaining the center.

Explain the level of supervision received: **Receives direct supervision from the Aquatics Center Manager.**

Explain the level of supervision this position exercises: **None**

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POSITION DUTIES AND RESPONSIBILITIES

List major duties and responsibilities of the job. The list may not reflect the ranked importance of each responsibility or the main functions of the job.

1. Patron surveillance and safety of Aquatics Center guests.
2. Responds effectively to emergency situations and administer needed CPR, oxygen, AED and first aid to victims; observe and enforce Aquatics Center rules and regulations; apply preventive lifeguard techniques and surveillance; communicate emergency request to other safety personnel, Aquatics Center Manager, police, EMT's and fire fighters.
3. Report and repair unsafe conditions and equipment to the Aquatics Center Manager; maintain a safe and sanitary facility; continually inspect and clean the facility and equipment; test and record the water chemistry when certified.
4. Complete all records and reports as assigned; fill out accident/incident reports; attend all staff meetings and training sessions.
5. Provide a variety of information to the public regarding aquatic operations and programs; respond to questions; answer the phone; collect center fees and program registrations using RecTrac; open, closes, locks and unlocks facility as needed.

Does this position have access to confidential information? Yes X No _____ If yes, please provide detail. **Yes, vital information on accident/incident reports; personal information from community members on RecTrac.**

Does this position have access to or handle City funds? Yes X No _____ If yes, please provide detail. **Assist in collecting Aquatics Center fees.**

Is it important to this position that the incumbent be able to communicate fluently in English? Yes X No _____ If yes, please explain. **Necessary to enforce center rules and regulations.**

What are the minimum qualifications necessary for this position?

1. Lifeguard Training (ARC, E&A, YMCA, or equivalent)
2. First Aid (ARC, AHA, NSC or equivalent)
3. CPR for the Professional Rescuer (ARC, AHA, NSC or equivalent)
4. Automated External Defibrillator (AED) Certification
5. Oxygen Provider Certification
6. Ability to obtain certification as a Pool Operator (NSPF, YMCA, or NRPA)
7. Ability to learn basic pool chemistry and pool filtration
8. Must have a valid Alaska Driver's License or ability to obtain one within 90 days
9. Ability to learn RecTrac software
10. Must be at least 16 years of age

What are the preferred qualifications for this position?

None

List the necessary knowledge, any special training, skills, and abilities to qualify for this

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position:

1. **Skilled in establishing and maintaining productive working relationships.**
2. **Ability to work with the public in a courteous, efficient, and professional manner.**
3. **Must have the ability and willingness to comply with OSHA regulations and the standards for safety that have been set by the City of Unalaska.**
4. **Working knowledge of applicable State and OSHA safety regulations.**
5. **Have ability to maintain confidentiality and security.**
6. **Knowledge of departmental policies and procedures and ability to relate them to the departments operations.**

List any required technical skills (typing, computer skills, diesel mechanics, etc.): **Working knowledge of computers in a Windows environment.**

Check any of the following factors that are important to successful performance in this position:

Problem Solving	X	Bilingual	O
Analytical Ability	X	Interpersonal Skills	X
Communication Skills	X	Dexterity	X

Describe the requirements of this position which make these factors important:

This person will provide leadership in the practices and procedures of lifeguard skills, oxygen, AED, first aid and CPR. Must be able to understand swimming techniques, pool operations, water chemistry and policies and procedures.

LEGAL REQUIREMENTS

Are there any local, State, or Federal training, certification(s), or standards required for this position? If so, please provide detail: **As a condition of employment, the person selected will be required to successfully complete a drug test prior to beginning work and will be subject to future periodic drug and alcohol test on a random basis without advance notice. Position is subject to pre-employment criminal investigation as defined by Alaska Statute 12.62.**

Is there any training, certification(s), or standards required for this position after he/she has been hired which an employee must pass to retain this position? If so, please provide detail: **Yes, pass skills tests and written tests on basic Lifeguard skills and knowledge, First Aid, oxygen, AED and CPR, and pool operations throughout the year.**

All required certifications and licenses must remain current for the duration of employment.

WORKING CONDITIONS

Are there particular working conditions associated with this position which should be noted(i.e., working environment, hours of work, travel, work space, inclement weather, etc.)? Yes **X** No If yes, please explain: **Dealing with chemicals, taking water tests, humid environment, willing to work flexible hours (ie. weekends, evenings, days).**

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Per OSHA regulations, Hepatitis A & B shots are recommended. Hepatitis series should begin within 10 days of employment.

ANALYSIS OF PHYSICAL DEMANDS OF POSITION

Check physical demands that apply. Describe job responsibilities which require physical demands checked.

1. Strength			
a. Standing	X	25% of time	Application and demonstration of lifeguard surveillance, rescue swimming techniques, CPR, AED, oxygen, and stroke analysis.
Walking	X	25% of time	
Sitting	X	25% of time	
Swimming	X	25% of time	
b. Lifting	X	50-100 lbs.	See above as well as adding chemicals to the pool.
Carrying	X	50-100 lbs.	
Pushing	X	50-100 lbs.	
Pulling	X	50-100 lbs.	
2. Climbing	X		See #1 above
Balancing	X		
3. Reaching	X		See #1 above
Handling	X		
4. Stooping	X		See #1 above
Kneeling	X		
Crouching	X		
Crawling	X		
5. Speaking	X		See #1 above as well as center policies and procedures; stroke analysis
Hearing	X		
6. Seeing	X		See #1 & #5 above
Depth Perception	X		
Color Vision	o		

HISTORY SUMMARY

June 1998 - New Position

Dec. 2002 - Included "All required certifications and licenses must remain current for the duration of employment". Changed wording on drug testing. Removed percentages from job duties on page 2. Added probationary period to page 1. Added contract language to page 1. Added Hepatitis language to working conditions. Updated Life guarding certifications to include oxygen and AED's. Reclassified to a wage grade 4.

May 2005 - Bi-Annual review and update. Included "Center" where appropriate to reflect change in title of supervisor. Included "List necessary knowledge..." language and minimum age requirement.