

Department: Parks, Recreation and Tourism Pay Grade: Part-Time
Reports To: Aquatics Manager FLSA Status: Non-Exempt
Last Revised: 09/2009 Last Reviewed: 09/2009

GENERAL STATEMENT OF DUTIES

Performs responsible work observing and controlling the proper use of aquatic facilities. Follows all protocols established by Ellis & Associates. Ensures a safe aquatic facility while providing a high level of customer service. Ensures that all standards and policies are followed. Ensures State and local health department regulations are met. Perform related work, as required.

ESSENTIAL JOB FUNCTIONS

- Follows and enforces E&A Lifeguarding protocols.
- Responds to customer requests.
- Administers swim tests.
- Tests pool chemicals and maintains water chemistry.
- Ensures facility is clean.
- Maintain a safe and secure area by maintaining and enforcing facility rules, policies, and procedures.
- Fills out hourly and bi hourly pool maintenance checklists and sheets.
- Serves as Head Lifeguard during the absence of the Head Lifeguard.
- Attends monthly staff meetings and in-service trainings.
- Remains current with required certifications and Ellis lifeguarding license.

POSITION REQUIREMENTS/PREFERENCES

Education Required: Possess an Ellis and Associates lifeguarding license within first 30 days of employment. (Licensing course will be provided)

Experience Preferred: One year or more of lifeguarding experience.

Certifications/
Licenses Required: Ellis and Associates lifeguarding license within first 30 days of employment. American Red Cross certifications are acceptable but not mandatory or transferrable for this position.

Knowledge, Skills
and Abilities

- Knowledge of aquatics.
- Observation skills.
- Ability to enforce rules in a tactful and effective manner.
- Ability to develop and maintain effective working relationships with employees, customers and the general public.
- Effective communication skills both verbally and in writing, to a wide variety of staff and customers.
- Ability to multi-task handling high volume of business demands and service requests received each day.

Additional Requirements Must be age sixteen (16) or older. Subject to a complete criminal history and Child Protective Services background search with acceptable results. Good physical condition. Following a conditional offer of employment, must pass a post offer physical examination or test. Must be able to perform the job as described in the Physical and Environmental Demands section of this job description. Must be willing to work a flexible schedule including nights, weekends and some holidays.

Supervisory Responsibilities None

OVERALL PHYSICAL STRENGTH DEMAND

Heavy Lift and/or exert force up to 50 lbs. frequently, 10 lbs continuously, or insignificant amounts constantly OR requires walking or standing to a significant degree. Able to swim 200 yards, tread water for 2 minutes without use of hands, and must be able to retrieve a brick from a depth of 14 feet of water.

PHYSICAL DEMANDS

C = Continuously 5.5 to 8+ hours daily F = Frequently 2.5 to 5.5 hours daily O = Occasionally Up to 2.5 hours daily R = Rarely Less than 1 hour per week N = Never Never occurs

Code	Physical Demand	Code	Physical Demand
F	Standing	F	Sitting
F	Walking	F	Lifting
O	Carrying	O	Pushing/Pulling
O	Reaching	O	Handling
O	Fine Dexterity	O	Kneeling
F	Crouching	O	Crawling
F	Bending	O	Twisting
O	Climbing	O	Balancing
C	Vision (Appropriate Correction Required)	C	Hearing
C	Talking	O	Foot Controls (driving, operation of equip, etc.)

ENVIRONMENTAL FACTORS

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	R - Rarely	N = Never
Code	Health and Safety	Code	Environmental Factors		
M	Mechanical Hazards	S	Dirt and Dust		
W	Chemical Hazards	S	Extreme Temperatures		
M	Electrical Hazards	M	Noise and Vibration		
R	Fire Hazards	M	Fumes and Odors		
N	Explosives	D	Wetness/Humidity		
R	Communicable Diseases	R	Darkness or Poor Lighting		
R	Physical Danger or Abuse	D	Other (specify) Underwater Pressure		

PRIMARY WORK LOCATION

Indoor and Outdoor Pool, Pump Room, Pool Chemical Rooms.

MACHINES, TOOLS, EQUIPMENT, WORK AIDS

Computers, telephones, office equipment, recreational, fitness and aquatic equipment.

PROTECTIVE EQUIPMENT REQUIRED

As applicable to activities involved.