

Pool Lifeguard – City of Port Aransas, Texas

Job Title: Pool Lifeguard
Department: Parks & Recreation Department
Reports To: Pool Manager
FLSA Status: Non-exempt
Prepared By: Colleen Simpson
Salary/Grade: Starts \$12.10/hour, Grade 7
Date: 4/25/2019

Summary: Monitors activities in swimming areas to prevent accidents and provide assistance to swimmers by performing the following duties.

Essential Duties and Responsibilities include the following:

- Cautions swimmers regarding unsafe areas
- Rescues swimmers in danger of drowning and administers first aid
- Maintains order in swimming area
- Inspects facilities for cleanliness
- Cleans and refills swimming pool
- Determines chlorine content and pH value of water with water testing kit
- Conducts or officiates swimming meets
- Gives swimming instructions
- Other duties may be assigned.

Supervisory Responsibilities: This job has no supervisory responsibilities.

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

- *Technical Skills* – Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills.
- *Customer Service* - Manages difficult or emotional customer situations; responds promptly to customer needs; responds to requests for service and assistance.
- *Oral Communication* - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.
- *Written Communication* - Writes clearly and informatively; able to read and interpret written information.
- *Teamwork* – Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed.
- *Organizational Support* - Follows policies and procedures; completes tasks correctly and on time; Supports organization's goals and values.
- *Judgment*- Displays willingness to make decisions; exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Makes timely decisions.
- *Motivation* – Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
- *Planning/Organizing* – Prioritizes and plans work activities; uses time efficiently.
- *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; follows through on commitments.

- *Quality* – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality.
- *Quantity* – Meets productivity standards; completes work in timely manner.
- *Safety and Security* - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- *Adaptability* - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- *Attendance/Punctuality* - Is consistently at work and on time.
- *Dependability*- Follows instructions, responds to management direction; Takes responsibility for own actions.
- *Initiative* - Volunteers readily; Asks for and offers help when needed.
- *Problem Solving* – Ability to recognize, resolve and repair abnormal operating conditions promptly.
- *Interpersonal Skills* – Maintains confidentiality; focuses on solving conflict, not blaming; listens to others without interrupting; keeps emotions under control; remains open to other ideas and tries new things.
- *Ethics* – Upholds department standards, setting proper example to other employees with gratitude and respect.
- *Organizational Support* - Follows policies and procedures; completes administrative tasks correctly and on-time; indoctrinates work activities; supports organization's goals and values.

Qualifications: 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.

Education and/or Experience: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. One to three months related experience and/or training; or equivalent combination of education and experience.

Language Skills: Ability to read a limited number of two- and three- syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

Mathematical Skills: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurements, volume, and distance.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Certificates, Licenses, Registrations: Lifeguard Certification from a nationally recognized organization, First Aid Basic Certificate, CPR Certificate.

Other Skills and Abilities: Must be available for further certification such as Oxygen Administration Certificate, CPR/AED for Professional Rescuer.

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.

The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee occasionally is required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 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 the job, the employee is exposed to outside weather conditions; extreme cold and extreme heat; toxic or caustic chemicals. The employee is occasionally exposed to moving mechanical parts; high precarious places and risk of electric shock. The noise level in the work environment is usually moderate.

Additional Requirements: Employee is subject to a complete criminal history and child protective services background search with acceptable results.

EMPLOYEE: _____

Date: _____