

## Trainee Beach Lifeguard – City of Port Aransas, Texas

**Job Title:** Trainee Beach Lifeguard  
**Department:** Parks & Recreation Department  
**Reports To:** Aquatics Manager  
**FLSA Status:** Non-Exempt  
**Prepared By:** Colleen Simpson, Parks & Recreation Director  
**Salary/Grade:** 7  
**Date:** 08/04/2020

**Summary:** Any beach lifeguard under 18 years old or a new hire training to be a Surf Rescue Lifeguard and patrol public beach area to monitor activities of swimmers and prevent illegal conduct by performing the following duties.

### **Essential Duties and Responsibilities include the following:**

- Observes activities in assigned area on foot, in vehicle, or from tower or headquarters building with binoculars to detect hazardous conditions such as swimmers in distress, disturbances, or safety infractions.
- Cautions people against use of unsafe beach areas or illegal conduct such as drinking or fighting.
- Rescues distressed persons from ocean.
- Examines injured individuals, administers first aid, and monitors vital signs.
- Administers artificial respiration or provides oxygen to revive persons.
- Compiles emergency and medical treatment report forms and maintains daily information on weather and beach conditions.
- Operates switchboard or two-way radio system to maintain contact and coordinate activities between emergency rescue units.
- 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; shares expertise with others.
- *Customer Service* - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; 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.
- *Leadership* – Exhibits confidence in self and others; accepts feedback from others.
- *Quality Management* - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
- *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.

- *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;
- *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; ensures work responsibilities are covered when absent.
- *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.
- *Dependability*- Follows instructions, responds to management direction; takes responsibility for own actions.
- *Initiative* - Volunteers readily; undertakes self-development activities; looks for and takes advantage of opportunities; 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 ideals and tries new things.
- *Teamwork*- Balances team and individual responsibilities; contributes to building a positive team spirit; supports everyone’s efforts to succeed; provides recognition for achievements.
- *Delegation* – Matches work assignments to the abilities of the person; sets expectations and monitors activities.
- *Ethics* – Upholds department standards, setting proper example to subordinate 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:** High school diploma or general education degree (GED); or 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 in 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 measurement, 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.

**Computer Skills:** To perform the job successfully, an individual should have knowledge of internet software and word processing software.

**Certificates, Licenses, Registrations:** Lifeguard certification from a nationally organization, First Aid Basics Certificate, CPR Certificate. Valid Texas Drivers License in good standing

**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 50 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 wet and/or humid conditions; fumes or airborne particles; outside weather conditions and extreme heat. The employee is occasionally exposed to high, precarious places. 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: \_\_\_\_\_