



TAHOE CITY PUBLIC UTILITY DISTRICT Job Description

Job Title: Lifeguard
Department: Parks and Recreation
Division: Recreation
Supervised By: Recreation Supervisor
FLSA Status: Non-Exempt
Revision Date: March 2021

JOB SUMMARY

Within a well-defined framework of established policies and procedures; monitor activities in swimming areas at District sites; maintain vigilance and provide assistance to patrons and guests; participate in swimming program and activities, provide leadership and resources to program participants; and perform a variety of administrative support functions for assigned program areas.

DISTINGUISHING CHARACTERISTICS

The Lifeguard is a journey level position. Incumbents are seasonal and require excellent communication and interpersonal skills, knowledge of the assigned program area(s) and the ability to be flexible and to learn new activities as necessary.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Recreation Supervisor.

May exercise technical and functional supervision over assigned staff, volunteers and interns.

ESSENTIAL FUNCTIONS

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

- Provide positive customer service to participants and the general public acting as an information source regarding District recreation facilities and programs.
- Provide direct leadership to program participants in assigned programs.
- Recognize and remove hazards; maintain order by observing activities in swimming areas and being attentive at all times.
- Assist the public and advise visitors of rules and regulations; assist in the enforcement of policies and procedures for all Federal, State, county and District laws and regulations.
- Perform site inspections daily; ensure areas are clean and free of debris.

- Be prepared to respond to emergencies; detect and rescue persons and vessels in distress; perform first aid, Cardio-Pulmonary Resuscitation (CPR) and use Automatic External Defibrillator (AED) as necessary.
- Perform first-aid and resuscitation procedures.
- Document all incidents involving injury, behavioral problems and/or any unusual events; communicate to appropriate resources and Recreation Supervisor.
- Supervise program participants to maintain participant safety at all times.
- Attend meetings, workshops, orientations and training sessions as required.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish, maintain and foster positive and effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Provide input and feedback to Recreation Supervisor and staff regarding the effectiveness and/or success of assigned recreation program areas; observe needs and priorities of program participants, and make suggestions for program enhancements/modifications to improve current and future recreation programs/services.
- Assess and monitor the condition of the equipment and facilities being used for assigned programs and activities in terms of suitability, physical condition and safety; report any maintenance concerns to the appropriate parties immediately.
- Perform all other duties as assigned.

EMPLOYMENT STANDARDS

1. Knowledge of:

- Principles and techniques of lifeguarding, basic first aid, CPR, AED use.
- Principles of swim instruction, as necessary for teaching.
- Methods for keeping water and surrounding areas safe for public use.
- Health and safety standards and practices as it relates to recreational activities.
- Modern office practices, methods, and computer equipment, including relevant software applications.
- Principles and practices of customer service.
- Safe work practices.

2. Ability to:

- Learn and apply District policies, procedures and practices to assigned recreational programs and activities.
- Travel between District swimming areas at District sites throughout work shift.
- Lead groups in a variety of sports and other recreational activities in an effective, positive and safe manner.
- Organize and prioritize a variety of tasks in an effective and timely manner for self and others.
- Motivate and encourage assigned staff and volunteers.
- Meet the physical requirements necessary to perform assigned duties in a safe and effective manner for self and others.
- Perform mathematical calculations including addition, subtraction, multiplication and division.

- Operate and use modern office equipment including computers and applicable software.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Understand both oral and written instructions and carry out in a positive manner.
- Establish, maintain and foster positive working relationships with those contacted in the course of work.

EDUCATION AND TRAINING REQUIREMENTS

1. Education and Experience Requirements:

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: To include the ability to read and write at a level required for successful job performance.

Experience: At least one year of experience working in a similar position.

2. Certification & Licensing Requirements:

- Possession of a valid Lifeguard Certification issued by the American Red Cross or equivalent.
- Possession of a valid Open Water Certification issued by the American Red Cross or equivalent.
- Possession of a valid First Aid and CPR/AED Certificate issued by American Red Cross or American Heart Association.
- Possession of appropriate and valid driver’s license and driving record that complies with District policy.

ENVIRONMENTAL CONDITIONS

Work is performed in a typical temperature-controlled office environment subject to typical office noise and conditions.

Work is primarily performed in an outdoor environment with exposure to hot and cold temperatures; inclement weather; water; and excessive noise.

Position may require working beyond normal business hours, and/or weekend work, and the ability to travel between District sites.

PHYSICAL JOB ANALYSIS

Daily Occurrence defined as: RARELY ≤ one hour per day; OCCASIONALLY one to three hours per day; FREQUENTLY three to six hours per day; CONTINUOUSLY six to eight hours per day.

1. Gross Body Movement

<u>Activity</u>	<u>Daily Occurrence</u>
Sitting	Continuously
Standing	Continuously
Walking	Continuously
Walking on uneven terrain	Continuously

Driving	Occasionally
Hearing	Continuously
Speaking	Continuously
Seeing	Continuously

2. Job-Specific Body Movement

<u>Activity</u>	<u>Daily Occurrence</u>
Bending at waist	Continuously
Climbing (stairs/ladders/etc.)	Frequently
Crawling	Occasionally
Crouching	Frequently
Kneeling	Frequently
Pushing (25 lbs.)	Frequently
Pulling (25 lbs.)	Frequently
Stooping	Occasionally
Working at heights	Occasionally
Working/Reaching above shoulder level	Frequently
Working/Reaching below shoulder level	Frequently
Working/Reaching at desk level	Occasionally

3. Lifting

<u>Weight</u>	<u>Daily Occurrence</u>
1 to 10 lbs.	Continuously
11 to 25 lbs.	Continuously
26 to 50 lbs.	Frequently
51 to 75 lbs.	Occasionally
76 to 100 lbs.	Occasionally
Over 100 lbs.	Occasionally

4. Hand Coordination

<u>Activity</u>	<u>Daily Occurrence</u>
Hand	
Pulling	Continuously
Pushing	Continuously
Fine Manipulation	
Typing/Keyboard	Rarely
Calculator	Rarely
Writing	Occasionally
Hand tools	Rarely
Equipment (nuts/bolts, etc.)	Rarely

Simple Grasping	
Files	Rarely
Computer mouse	Rarely
Phone receiver	Rarely
Power Grip	
Power tools	Rarely
Equipment (shovel, etc.)	Rarely
Arm	
Lateral	Continuously
Rotation	Continuously

5. Height of Objects Reached/ Used

<u>Object</u>	<u>Height</u>
Filing cabinets	5 feet
Shelves/Storage	6 feet

6. Mental Requirements

<u>Activity</u>	<u>Daily Occurrence</u>
Analyzing	Continuously
Identifying	Continuously
Interpreting	Continuously
Knowing	Continuously
Observing	Continuously
Problem Solving	Continuously
Remembering	Continuously
Understanding	Continuously
Explaining	Continuously

APPROVED BY: Sean Barclay, General Manager