



Title: Lifeguard

FLSA Status: Non-Exempt

Safety Status: Safety Sensitive Position

BRIEF DESCRIPTION:

The purpose of this position is to ensure the safety of patrons including accident prevention in the water and on surrounding areas; to provide direct supervision, control, and safety of participants during classes, recreational swimming, and fitness swimming; the rescue and care of accident victims; proper daily chemical readings of the pool; cash handling of concession supplies and admittance fees; pool and facility maintenance by brushing, sweeping, vacuuming, and sanitizing.

REPORTS TO:

This position reports to the Pool Manager.

SUPERVISES:

None

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	M	Ensures the safety of patrons by overlooking the facility: Complies with and enforces all policies, procedures, and regulations set by management; presents oneself in a professional manner; prevents accidents and minimizes hazardous or dangerous conditions; responds quickly to all emergency situations in water and surrounding area; administers any first aid needed by victim of an accident; educates patrons and informs them of the purpose and need of rules and regulations	60%
2	L	Maintains the facility by sweeping and cleaning pool deck; daily vacuuming and brushing of pool; cleaning of concession stand area and deck equipment; cleaning, sanitizing and restocking bathrooms; regular chemical testing and readings of pool; backwashing filtration system; chemical maintenance by adding necessary chemicals for balanced pool chemistry.	30%



3	L	Provides customer support by greeting patrons; taking counts of members; cash handling of concession sales and entry fees; learning and instructing water fitness classes offered	10%
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JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge necessary to understand basic operational, technical, or office processes.
Experience	Under and including one year.
Supervision	Work requires functioning as a lead worker performing essentially the same work as those directed and includes overseeing work quality, training, instructing, and scheduling work.
Human Collaboration Skills	Recommendations regarding policy development and implementation are made and/or recommended during interactions. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.
Freedom to Act	Receives Direction: Within this job, the employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. The employee has some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.
Technical Skills	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Fiscal Responsibility	Has no budgetary/fiscal responsibility.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauri, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from



Certification & Other Requirements	experience and self-study. Lifeguard Certification, First Aid Certification and CPR Certification Required, or ability to obtain all required certifications prior to season opening date. City will offer certification training as part of Lifeguard training course. Passing the training course is required for continued employment as a Lifeguard.
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OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light	Medium	X	Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	observing work site, observing work duties, communicating with co-workers
Sitting	F	Observing facility, driving
Walking	F	to other departments/offices/office equipment, around work site
Lifting	F	supplies, equipment, chemicals
Carrying	O	supplies, equipment, chemicals
Pushing/Pulling	O	bathers, equipment, tables and chairs
Reaching	O	for supplies
Handling	F	Paperwork, supplies
Fine Dexterity	O	computer keyboard, calculator, telephone pad
Kneeling	O	retrieving items from lower shelves/ground, cleaning
Crouching	F	filling in lower drawers, retrieving items from lower shelves/ground,
Crawling	N	
Bending	O	filling in lower drawers, retrieving items from lower shelves/ground, making repairs
Twisting	O	Fitness exercises, getting inside vehicle
Climbing	R	ladders, step stool
Balancing	R	on ladders, on step stool
Vision	C	driving, observing work site, reading, computer screen
Hearing	F	communicating with co-workers and public and on telephone

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Talking	F	communicating with co-workers and public and on telephone
Foot Controls	O	driving
Other (specified if applicable)	F	swimming

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Phone, copy machine, calculator, vehicle, register

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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-Health and Safety Factors-	
Mechanical Hazards	R
Chemical Hazards	F
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	O
Physical Danger or Abuse	N
Other (see 1 below)	N

(1) N/A

D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Environmental Factors-	
Respiratory Hazards	W
Extreme Temperatures	D
Noise and Vibration	D
Wetness/Humidity	D
Physical Hazards	M

PROTECTIVE EQUIPMENT REQUIRED:

Gloves for cleaning equipment

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-		-Frequency-
Time Pressure		O
Emergency Situation		F
Frequent Change of Tasks		O
Irregular Work Schedule/Overtime		O
Performing Multiple Tasks Simultaneously		F
Working Closely with Others as Part of a Team		F
Tedious or Exacting Work		R
Noisy/Distracting Environment		F
Other (see 2 below)		N

(2) N/A

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PRIMARY WORK LOCATION:

Office Environment		Vehicle	
Warehouse		Outdoors	X
Shop		Other (see 3 below)	
Recreation/Neighborhood Center	X		

(3)N/A

SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.