

Beaver County, Pennsylvania

JOB DESCRIPTION

POSITION TITLE: **Lifeguard**

DEPARTMENT: **Recreation**

General Summary:

The Lifeguard is responsible for the safety of the patron and enforcing pool rules, assisting with facility maintenance and responding to emergency situations on and off the lifeguard stand.

ESSENTIAL FUNCTIONS

- Prevent accidents and minimize or eliminate hazardous situations
- Rescue swimmers in distress and administer respiratory assistance or cardiopulmonary resuscitation as required.
- Use proper scanning and posture, chair rotations, roving.
- Maintain order among patrons and enforce pool regulations.
- Be familiar with all pools rules and regulations.
- Attend in-service training.
- Assist with and inspect pool conditions and perform necessary cleaning (entire facility) along with Opening/Closing duties.
 - ✓ Place all equipment on guard stands
 - Flotation devices
 - Backboard with included straps and head gear
 - First Aid packages
 - Any other preparations as instructed by management
 - ✓ Vacuum pool (before opening)
 - ✓ Check daily and empty/change hair baskets as necessary (baby pool & main pool)
 - ✓ Test water for proper chlorine and pH levels
 - ✓ Cleaning duties (follow cleaning checklist)
 - Bathrooms and dressing rooms
 - Snack Area
 - Pool Deck
 - Guard & Storage Rooms
 - Trash pickup and spills
- Document and report any and all incidents and accidents.
- Work in cooperation with the management team and assist in emergency action plans.
- Maintain accurate count of all patrons entering the facility each hour and submit the attendance records to the Manager on Duty daily.
- Check pool passes. Sell passes and daily admissions.
 - ✓ Operate cash register.
 - ✓ Assist customers with completion of applications for tags.
 - ✓ Respond to customer inquiries regarding fees, application, and general information.
 - ✓ Maintain neat work and sales environment.
- Assist in the planning and implementation of various aquatic programs.
- Must be available to work irregular hours and at various intervals, including weekends, holidays and evening hours
- Perform activities, functions, other related tasks and duties that are assigned or required.

MINIMUM TRAINING AND EXPERIENCE

- Must be First Aid, CPR/AED and Red Cross/YMCA Lifeguard certified
- Ability to conduct oneself in a professional manner
- Knowledge and command of all of the latest safety standards and information related to aquatics
- Ability to function effectively under direct supervision and to develop effective working relationships with fellow employees and the public
- Effective verbal and written communication skills
- Ability to receive direction and to follow oral and written instructions
- Exhibit professional work habits including reliability, dependability, creativity, and demonstration of enthusiasm for the job
- Must be able to work well with people of all ages and dispositions

WORK PERMITS

All high school students under the age of 18 who have not graduated from high school must obtain a work permit from their school in order to gain employment with the County. You can get a work permit application from your school.

Once the work permit is issued it will need to submit a copy to the Human Resources Office at the Courthouse. You will not be permitted to work without a valid work permit. Take your work permit to your physical appointment so the doctor can complete the medical section.

PERFORMANCE APTITUDES

Metal Demands: Requires the ability to handle stress along with the ability to deal with interruptions and to stay on task.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence along with strong customer service skills.

Physical Ability: While performing the duties of this job, the employee must have stamina to sit and/or stand for long periods of time; use hands to operate objects; and reach with hands and arms. The employee must have the ability to routinely lift objects weighing as much as 20 pounds, occasionally lift objects weighing as much as 50 pounds or assist in lifting objects in excess of 300 pounds. Specific vision abilities required by this job include close vision to read written materials and computer screens, the ability to adjust focus, and hearing and speech to communicate associated with it.

Environmental Factors: Tasks are regularly performed with exposure to adverse environmental conditions, such as weather, pool chemicals, dirt, dust, pollen, odors, fumes, machinery, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances. The noise level of the work environment will range from low to high.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties, which are often characterized by frequent change.

Functional Reasoning: Requires ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

Attendance: Regular attendance is required

Beaver County, Pennsylvania is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Beaver County, Pennsylvania will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

