

**Town of Signal Mountain
Position Description**

**Title: Lifeguard
Division/Department: Recreation**

Purpose:

Employee is to ensure the safety of patrons and equipment at the town pool. This position is under the supervision of the Recreation and Parks Director.

Essential Functions of the Job:

Essential functions are fundamental job duties. They do not include marginal tasks, which are also performed but are not incidental to the primary functions. The omissions of specific statements of duties do not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the job necessarily perform every duty listed.

Monitor the town swimming pool to ensure the safety of the general public and compliance with town, state, and federal safety rules and regulations; take corrective action if needed.

Perform water rescue and resuscitation as needed.

Prepare incident and accident reports for submission to supervisor.

Render general First Aid if necessary.

Operate cash register to collect of fees from patrons.

Check safety equipment on schedule to ensure proper functioning.

Maintain levels of physical fitness and swimming/rescue skills required by town, state, and federal regulations.

Other duties as assigned.

Required Knowledge and Abilities:

Knowledge of town, state, and federal rules, regulations and procedures.

Ability to perform water rescue and resuscitation.

Ability to establish and maintain an effective working relationship with the public and other employees.

Educational Requirements:

High school diploma or equivalent.

LIFEGUARD

Experience Required:

Less than one year and certification in lifesaving, CPR, and First Aid.

Problem Solving Requirements:

Solve problems in situations where most problems have occurred before and their solutions are familiar.

Writing Skills Required:

Complete forms using a few words or numbers; for example, taking telephone messages. Write standard documentation using established formats; document work performed, actions taken or results by writing one or two brief sentences.

Speaking/Presentation Skills Required:

Answer questions with a brief response or provide standard information to customers/citizens, visitors, callers, supervisors, or other employees. Interview or discuss detailed information, frequently involving customer/citizen problems or complaints.

Job Related Communication:

Within the department – daily
With employees in other departments – weekly
With employees in other organizations – weekly
With the public – daily

Planning & Scheduling:

Limited – some planning of own activities is required.

Difficulty of Work:

Work involves a variety of routine tasks performed in accordance with established and prescribed procedures.

Assignment of Work:

General direction in following established practices and clear-cut policies.

Effects of Work Errors:

Errors are readily detected in normal course of work by standard check resulting in little or no difficulty in loss of time to correct.

Working Conditions:

On average 25 percent standing, 25 percent walking, and 50 percent sitting. Approximately 40-60 lbs. may be required lifting.
Lifting frequency – some
Bending – frequent
Pushing and/or pulling loads – some
Reaching over head – some
Kneeling – some
Crawling – none
Climbing ladders – none (don't they climb a ladder to the lifeguard stand?)

LIFEGUARD

Mental/Visual Effort:

Typing/CRT – none
Attention to detail – very frequent
Monitoring equipment – very frequent
Detailed inspection – very frequent
Transcription/proofreading – some

Adverse Conditions:

Exposure to temperature extremes – very frequent
Dangerous equipment – frequent
Chemicals – very frequent
Noise – frequent
Physical effort/risk – frequent

Rev. 12/17/10