

# CITY OF COVINGTON

## JOB DESCRIPTION

<b><u>Job Title:</u></b>	<b>Lifeguard (Regular or Temporary/Seasonal)</b>
<b><u>Department:</u></b>	<b>Parks &amp; Recreation</b>
<b><u>Reports To:</u></b>	<b>Aquatic Supervisor</b>
<b><u>Overtime Classification:</u></b>	<b>Non-Exempt</b>
<b><u>Date:</u></b>	<b>Revised August 2012</b>

**Definition:**

Under general direction from designated supervisor(s), ensure the safety of patrons at a busy community aquatic center (over 80,000 in-water visits annually). Responsible for patron life safety, patron surveillance, water safety education, enforcing safety rules, and responding to emergencies and difficult situations in an appropriate manner. With appropriate training, responsible for cashiering, front desk customer service, janitorial tasks, and other tasks as assigned. Must be responsible, trustworthy, and able to work independently without direct supervision or as part of a staff team. This position may be required to work special events, evenings, weekends, and split shifts.

**Supervision:**

Works under the guidance of the Aquatics Specialist and Aquatic Leads, and supervision of the Aquatic Supervisor.

**Essential Job Functions:**

- Prevent accidents and injuries through patron surveillance, rule enforcement, and water safety education.
- Respond to all emergencies, including active drowning victims and other life-threatening situations. Report any injuries, incidents, or damage using appropriate forms.
- Communicate well with other Aquatics Division staff to ensure the safety of patrons and smooth operation of aquatic activities. Communicate any concerns or problems regarding safety, patrons, activities, the facility, or personnel to a supervisor.
- Complete mandatory and assigned trainings.
- Maintain all required certifications.
- Provide high-quality customer service.
- Assist with cashiering duties, as directed, including handling financial transactions that will include cash, checks, and charges. When assigned, assume responsibility for shift reports and accountability of funds.
- Assist with front desk customer service duties, as directed, including answering phones, greeting customers, addressing patrons' concerns, helping with questions, completing registrations, completing reservations, and selling memberships.
- Assist with facility janitorial tasks, as directed, including cleaning locker rooms, restrooms, fixtures, windows, and other parts of the facility.
- Assist with special events, as directed.

**Non-Essential Job Functions:**

- Perform other duties of a similar nature, as assigned.

**Qualifications:**

Knowledge of:

- Aquatic programs
- City and Aquatics division policies and procedures.
- First Aid and CPR.
- Lifeguard techniques and principles.
- Effective public relations techniques and principles, including skill in working with diverse populations and cultures.
- Conflict resolution skills.
- Mathematical skills.
- Personal computer and applicable software.

Ability to:

- Physically perform essential functions of this position.
- Enforce aquatics program safety practices.
- Arrive on time, prepared to lifeguard and perform other duties
- Lifeguard and perform other duties in a professional manner.
- Adhere to blood borne pathogen training and safety standards.
- Establish and maintain effective working relationships with fellow employees and the general public.
- Communicate effectively, both verbally and in writing.
- Utilize personal computer and applicable software to fulfill requirements of the position.

**Education and Experience:**

**Criteria:**

Must satisfy the Special Requirements set forth below

**Preferred Criteria:** *(In addition to Minimum Criteria)*

Minimum of one (1) year of experience working in recreation, education, or related field; or some college-level coursework in recreation, education, or related field .

**Special Requirements:**

- American Red Cross Lifeguard certification.
- American Red Cross CPR/AED certification.
- American Red Cross First Aid certification.
- Northwest Lifeguard Certification
- Proper documentation to fulfill the requirements of the Immigration and Nationality Act within three (3) days of employment is a condition of employment with the City of Covington.

**Physical Demands and Work Environment:**

- **Constant Demands:** Sitting, talking, hearing, seeing, standing, walking, stooping, kneeling, swimming, balancing.
- **Frequent Demands:** Climbing, crawling, pushing, pulling, feeling, reaching, lifting, grasping, twisting above the waist and reaching, bending at waist, repetitive hand and arm motion, and fine finger manipulation in the use of a computer. Strenuous physical activity.
- **Occasional Demands:** Responding to emergency situations.