



City of Irving Job Description

Aquatic Center Lifeguard I

FLSA Status:	Non-Exempt	Job Department:	Parks & Recreation
Job Code:	99885	Reports To (Job Title):	Aquatic Center Coordinator

PURPOSE

To ensure the health and safety of patrons at all aquatic facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Oversee large groups of both adults and children in all aquatic facilities, both visually and audibly, to ensure health/safety standards are maintained.
- Perform water rescues utilizing first aid, CPR/AED and lifesaving techniques as needed.
- Respond to and coordinates with EMS personnel before, during and after emergency situations.
- Perform cashier duties as assigned, including collecting fees and balancing cash drawer.
- Assist in monitoring pool chemicals and adjusting.
- Maintain pool facility equipment and supplies.
- Clean and repair facility.
- Instruct aquatic programming classes.
- Provide support program marketing and registration.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Stand by to administer and assist EMS personnel during special events.
- Provide first aid at citywide special events.
- Assist other departments with special needs.

SUPERVISORY RESPONSIBILITIES

Supervisory responsibility is not a regular part of the position.

FINANCIAL / BUDGETARY RESPONSIBILITY

This position performs cashier functions, including collecting program fees and balancing cash drawer.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to completion of the 10th grade.

EXPERIENCE

- No experience required.

CERTIFICATES, LICENSES, REGISTRATIONS

- Lifeguard Certification
- First aid Certification
- CPR/AED for the Professional Rescuer Certification

KNOWLEDGE OF

- Aquatic Facility Operations: Operational characteristics, services and activities of aquatic facility operations including water safety techniques and water chemistry.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- Lifeguarding/First Aid/CPR/AED: Principles, processes, techniques of diagnosing & rendering aid.
- Maintenance Principles: Processes involved in upkeep of property and equipment to the optimum state of cleanliness, repair and efficiency.

SKILLS AND ABILITIES IN

- Response Orientation: Choosing quickly and correctly between two or more movements in response to two or more signals (lights, sounds, pictures and so no). This includes the speed with which the correct response is started with the hand, foot or other body part.
- Teaching: Conveying new concepts and confirming comprehension by listener.
- Basic Math: Adding, subtracting, multiplying and dividing quickly.
- Oral Expression (for Direction) under Duress: Actively and effectively communicating information and ideas, including urgent direction, in speaking so others will understand; *often* in stressful situations.
- Interactive Presentation: Effectively presenting information to groups & responding to questions.
- Problem Sensitivity: Telling when something is wrong or is likely to go wrong.

GUIDANCE RECEIVED

Detailed Instructions and Standardized Procedures

Follows standard procedures and/or detailed instructions that apply to each task or assignment; situations that cannot be handled under standard operating procedures are referred to a supervisor or more senior position.

CONTACTS

Position interacts with the general public and other departments.

EQUIPMENT AND PROPERTY

Accountable for appropriate use of rescue equipment, first aid supplies, registers, wheelchairs, water lifts and pool furniture.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee constantly is required to balance, carry, climb, grasp, handle, feel, jump, listen, see, sit, talk, lift up to 100 pounds and/or walk. Frequently, s/he is required to kneel, stand, push, pull, reach and extract patrons in excess of 300 pounds with the help of additional personnel.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee frequently is exposed to extreme weather conditions, electrical hazards, a dirty environment, high precarious workplaces and/or toxic or caustic materials. S/he occasionally is exposed to contagious diseases and/or moving mechanical parts. The noise level in the work environment is usually high. This job requires him or her to make decisions directly affecting the safety of others.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.