

# Job Description

## Human Resource Use Only

Position Number:  
Step/Grade  
Effective Date: 1/2014

### POSITION IDENTIFICATION

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**Position Title:** Lifeguard  
**Division:** Recreation  
**Status:** Seasonal Temporary  
**Normal Workweek:** Sunday – Saturday (June – August)

### SUPERVISORY RELATIONSHIPS

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**Reports to:** Aquatic Center Manager or Recreation Team Leader depending on season  
**Directly Supervises:** No supervisory responsibilities

### POSITION PURPOSE

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Under general supervision, ensures the safety of patrons of an aquatic facility by preventing and responding to emergencies.

### ESSENTIAL DUTIES

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- Maintains constant surveillance of patrons in the facility.
- Supervises the activities of patrons by enforcing rules and regulations.
- Warns patrons of improper activities or hazards and acts accordingly to prevent accidents.
- Rescues persons in distress or in danger of drowning when indicated and provide rescue breathing, CPR and First Aid.
- Notifies Supervisor of any accidents, rescues or problems that have arisen.
- Reports to Supervisor any equipment that is in need of repair.
- Adheres to rules and regulations, encompassing communication, working relations, job reliability and initiative, safety, accomplishment of work tasks, and supervision.
- Adheres to all American Red Cross protocols.
- Attends and contributes at in-service training sessions and meetings.

### OTHER DUTIES

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- Maintains a high standard of customer service.
- Takes care of equipment and stores equipment properly
- Uses all required safety equipment
- Presents professional appearance and attitude at all times
- Clean decks and locker rooms as assigned.
- Prepares and maintains appropriate activity reports

### MINIMUM POSITION QUALIFICATIONS

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**Education:** No specific education requirements  
**Experience:** No specific experience requirements

- Certifications/Licenses:** Red Cross Certified Lifeguard or equivalent; Standard First Aid Certification; CPR for the Professional Rescuer
- Other Requirements:** Must be at least 17 years of age

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### **KNOWLEDGE, SKILLS, & ABILITIES**

This position must possess the ability to act quickly and calmly in emergency situations making proper judgments as to the correct course of action; work from broad direction with limited supervision; perform general lifeguard duties and pool maintenance tasks; rescue swimmers in danger of drowning regardless of the situation and even if possible drowning victim resists rescue efforts; work hours as scheduled; enforce safety and health regulations; focus attention on tasks, which may be routine, or repetitive, without losing concentration or becoming distracted by external activities; and adapt to interruptions, equipment failures, unusual demands or changing priorities. This position must also possess the ability to understand and follow written and oral instructions and procedures; maintain effective working relationships with other employees and the public; communicate effectively with patrons and staff; and read and interpret policy manuals established for the work environment

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### **BACKGROUND CHECKS- Condition of Employment**

### **PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Manual Dexterity:** The employee is occasionally required to climb or balance, reach with arms and hands to handle or feel objects, tools or controls. Due to the nature of aquatics and rescue activities, the full range of physical movements are required in this position, including swimming, walking, running, jumping, Employees assigned to the aquatic center will be exposed outdoor weather conditions. While performing the duties of this job, the employee is frequently required to sit, stand, swim, walk, talk, and hear, lifting and climbing. Specific vision abilities required by this job include close vision, distance vision, depth perception, ability to adjust focus and peripheral vision

**Physical Effort:** Physical demands are described as heavy (exert up to 100 lbs of force occasionally, and/or up to 50 lbs. of force frequency, and/or up to 20 lbs. of force constantly to move objects).

**Working Conditions:** Employees assigned to the aquatic center will be exposed outdoor weather conditions. The employee is exposed to potential hazards including toxic or caustic chemicals and has exposure to wet and/or humid conditions.

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This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The

City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.