



City of North Charleston
Vacancy Notice

Position: Lifeguard
Department: Recreation
Pay Grade: Part-time Min. \$15/hr

GENERAL STATEMENT OF POSITION

Under general supervision, enforces pool rules and regulations for the safety of the general public and patrons of an aquatic facility by preventing and responding to emergencies.
**Full Job Description Attached.*

MINIMUM TRAINING, EDUCATION and/or EXPERIENCE:

Must be a certified Red Cross Lifeguard. Must have and maintain cardio-pulmonary resuscitation certification.

Posted: 5/4/2022

Deadline: **Until Filled**

Angela Wimberley, IPMA-SCP, SHRM-SCP, SPHR
Deputy Director – Human Resources

City of North Charleston
South Carolina

An Equal Opportunity Employer

Job Title:	LIFEGUARD PART-TIME		Job Code:	803
Core Comp Group	PART-TIME		FLSA:	PART-TIME
Pay Grade:	201			
Effective Date	02/04/2022	Revision A: Risk	M. COLE 02/04/2022	
Revision B:		Revision C:		
FOR DEPARTMENTAL/OFFICE USE ONLY				
Dept.	Recreation		Dept. #	700
Location:	Recreation		EM Status:	
Reports To:	Head Lifeguard			

Summary Objective

Under general supervision, enforces pool rules and regulations for the safety of the general public and patrons of an aquatic facility by preventing and responding to emergencies.

Essential Functions

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Maintains constant surveillance of patrons in the facility; acts immediately and appropriately to secure safety of patrons in the event of emergency.
- Responds to emergency care and treatment as required until the arrival of emergency medical services.
- Presents professional appearance and attitude at all times and maintains a high standard of customer service.
- Performs various maintenance duties as directed to maintain a clean and safe facility.
- Prepares and maintains appropriate activity reports.
- Performs miscellaneous job-related duties as assigned.
- Performs and completes safety checks daily; records the findings in daily report.
- Responds to emergency situations within training limits; acts accordingly in response.
- Enforces policy and rules of the pool facility.
- Provides written reports on incidents, injuries, and rescues as may be required.
- Assists with and participates in in-service training exercises that help to maintain lifesaving skills.
- Refers to pool operators training, lifeguard training, cardiopulmonary resuscitation, AED, first aid training, employee handbooks, policy and procedure manuals, codes / laws / regulations, publications and reference texts, etc.
- Interacts and communicates with various groups and individuals such as Pool Manager, Recreation Director, lifeguards, and the general public.
- Maintains and cleans the pools and surrounding areas including the bathrooms as may be required.
- Assists in swim lessons and pest control.
- May be required to work nights, weekends and holidays to meet the business needs of the City.
- Performs other duties as assigned.

Knowledge, Skills and Abilities

This class description does not constitute an employment agreement between the City of North Charleston and an employee and is subject to change as its needs change.

LIFEGUARD-PART-TIME

- Knowledge of the methods, procedures, and policies of the Parks and Recreation Department as they pertain to the performance of duties of the Lifeguard.
- Knowledge of the organization of the Department and of related departments and agencies.
- Knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position.
- Ability to help ensure division compliance with all laws and regulations and control the activities of the division through effective supervision.
- Knowledge of how to apply supervisory concepts and principles; has knowledge of administrative principles involved in developing, directing, and supervising various programs and related activities.
- Ability to offer instruction and advice to subordinates regarding departmental policies, methods and regulations.
- Ability to perform employee evaluations and to make recommendations based on results.
- Ability to offer training and assistance to subordinates, volunteers, co-workers, and employees of other departments as required.
- Ability to learn and utilize new skills and information to improve job performance and efficiency.
- Ability to prepare required reports including expenditures accuracy and in a timely manner.
- Knowledge of the terminology used within the department.
- Knowledge of ability to demonstrate appropriate customer service skills.
- Knowledge of and skill in the use of computers for word processing and records management.
- Knowledge of applicable occupational hazards and safety precautions.
- Ability to perform duties effectively despite frequent exposure to extreme heat, etc.
- Knowledge of proper English usage, punctuation, spelling and grammar and paying attention to detail in preparing reports and correspondence. Ability to communicate effectively both verbally and in writing.
- Ability to complete assignments and be personally accountable for all equipment, computers, City vehicles and City property.
- Ability to be reliable in terms of attendance and punctuality.
- Ability to take initiative without the need of direct supervision; make sound judgement decisions in routine and non-routine work assignments and analyze problems or procedures and evaluating alternatives by selecting the best course of action.
- Ability to provide excellent customer service to all internal and external customers in the delivery of City services by following through on customer requests in a positive, courteous, timely, respectful and professional manner with the utmost integrity in the best interest of the public.
- Behave consistently regarding the City's expectations for ethical conduct and present self in a professional and positive manner and accept responsibility for actions. Makes decisions in the best interest of the City.
- Manages time and priorities effectively to achieve objectives.
- Ability to demonstrate knowledge of job and work cooperatively and effectively with customers, co-workers, and the public and establish positive working relationships by supporting the organizations decisions, goals and objectives.
- Ability to handle stressful situations and react calmly and quickly in emergency situations.

Minimum Education and Experience Requirements

Must be a certified Red Cross Lifeguard. Must have and maintain cardio-pulmonary resuscitation certification.

Physical Demands

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Tasks require the ability to exert very heavy physical effort in very heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, swimming, and the lifting, carrying, pushing, and/or pulling of heavy objects and materials.

Unavoidable Hazards (Work Environment)

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- Frequent exposure to extreme heat, etc.

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Special Certifications and Licenses

- Valid South Carolina Driver's License
- Red Cross Lifeguard Certification
- Cardio-Pulmonary Resuscitation Certification

Americans with Disabilities Act Compliance

The City of North Charleston is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Standard Clauses

This position may be required to be on call during emergency disasters and subject to 24-hour shifts or other emergency schedule that is necessary to meet the City's needs.

May be required to work nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Essential Safety Functions

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.