



**CITY OF NORTH CHARLESTON**  
**VACANCY NOTICE**

**Position:** Lifeguard  
**Department:** Recreation  
**Pay:** \$12.62 (per hour)

**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. Reports to the Aquatics Director.

**Essential Functions**

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, cardio pulmonary 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.

**MINIMUM TRAINING AND EXPERIENCE & SPECIAL CERTIFICATIONS AND LICENSES**

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

Christine A. Ruth, IPMA-SCP, SHRM-SCP, PHR (Director – Human Resources)

**POSTED:** August 13, 2019  
**DEADLINE:** Until Filled

Employment applications can be mailed to the City of North Charleston, P.O. Box 190016, North Charleston, SC 29419-9016, or completed at North Charleston Human Resource Department, 2500 City Hall Lane, North Charleston, SC 29419-9016.

**CITY OF NORTH CHARLESTON, SOUTH CAROLINA  
JOB DESCRIPTION, AUGUST 2012**

**JOB TITLE: LIFEGUARD  
RECREATION DEPARTMENT**

**GENERAL STATEMENT OF JOB**

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.  
Reports to the Aquatics Director.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

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 life saving skills.

Refers to pool operators training, lifeguard training, cardio pulmonary 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.

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**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form. Requires the ability to learn and understand complex principles and techniques; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions. Must be able to communicate effectively and efficiently with persons of varying educational/cultural backgrounds and in a variety of technical and/or professional languages.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; and to utilize decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width, and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment and various hand tools.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment, pool equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

### PERFORMANCE INDICATORS

**Knowledge of Job:** Has thorough knowledge of the methods, procedures, and policies of the Parks and Recreation Department as they pertain to the performance of duties of the Lifeguard. Has thorough knowledge of the organization of the Department and of related departments and agencies. Has knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Is able to help ensure division compliance with all laws and regulations and control the activities of the division through effective supervision. Has 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. Is able to offer instruction and advice to subordinates regarding departmental policies, methods and regulations. Is able to perform employee evaluations and to make recommendations based on results. Is able to offer training and assistance to subordinates, volunteers, co-workers, and employees of other departments as required. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to plan, organize, and prioritize daily assignments and work activities. Is able to learn and utilize new skills and information to improve job performance and efficiency. Is able to prepare required reports including expenditures accuracy and in a timely manner. Has knowledge of the

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importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**