



City of North Charleston

Vacancy Notice

Position: Lifeguard
Department: Recreation
Pay Grade: \$12.93

GENERAL STATEMENT OF POSITION

Under general supervision, enforces pool rules and regulations for the safety of the public and patrons of an aquatic facility by preventing and responding to emergencies. Reports to the Aquatics Director. **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, and Red Cross Lifeguard certification. Must be physically able to exert up to two-hundred fifty (250) pounds of force occasionally in the water and/or up to ten pounds of force frequently or constantly to lift, carry, push, pull, climb, balance, stoop, kneel, crouch, reach, grasp, feel, talk, hear or otherwise move objects. Work involves sedentary to light duty most of the time but may involve walking or standing for periods of time. Must be able to lift and/or carry weights up to twenty pounds.

Posted: 04/06/2021

Deadline: **Until Filled**

Janie E. King, IPMA-SCP, SHRM-SCP

Director – Human Resources

**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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Maintains and cleans the pools and surrounding areas including the bathrooms as may be required.

Assists in swim lessons.

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

Performs other duties as assigned.

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.

MINIMUM TRAINING AND EXPERIENCE

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

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to exert up to two-hundred fifty (250) pounds of force occasionally in the water and/or up to ten pounds of force frequently or constantly to lift, carry, push, pull, climb, balance, stoop, kneel, crouch, reach, grasp, feel, talk, hear or otherwise move objects. Work involves sedentary to light duty most of the time, but may involve walking or standing for periods of time. Must be able to lift and/or carry weights up to twenty pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments, and/or directions to subordinates or assistants; and receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of reports, letters, memorandums, forms, etc. Requires the ability to prepare forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control, and confidence.

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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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terminology used within the department. Has knowledge of how to maintain effective relationships with personnel of other divisions, and members of the public through contact and cooperation. Is able to maintain positive customer-focused relationships with co-workers, supervisors, agencies, the general public, and all other internal and external customers. Has knowledge of how to personally demonstrate appropriate customer service skills. Has thorough knowledge of proper English usage, vocabulary, spelling, and basic mathematics. Has knowledge of and skill in the use of computers for word processing and records management. Has knowledge of applicable occupational hazards and safety precautions. Is able to perform duties effectively despite frequent exposure to extreme heat, etc. Has knowledge of how to react calmly and quickly in emergency situations.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes 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.