

CITY OF HAVRE

LIFEGUARD

DEPARTMENT: Parks and Recreation/Swimming Pool

ACCOUNTABLE TO: Aquatics Director

SUMMARY OF WORK: Ensures the safety of patrons of the Havre Community Pool.

JOB CHARACTERISTICS:

Nature of Work: This position performs lifeguard duties. Requires work in pool area and in humid environment. Must be able to work flexible schedule. Hazards may include dealing with chemicals, body fluids, rescue of drowning person, and slippery floors.

Personal Contacts: Daily contact with pool patrons and pool employees.

Supervision Received: Supervision from the Aquatics Director and Head Lifeguard.

Essential Functions: Position requires ability to: perform all lifeguard duties including swimming, rescue, tow, assisting patrons in the water; visually inspect premises; hear distress calls; communicate verbally and through hand/equipment signals; perform light cleaning duties.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

- Ensures safe and enjoyable aquatic experience for patrons of the Community Pool.
- Helps in removal of pool blanket.
- Provides for safe, consistent supervision of patrons who are swimming.
- Uses preventive lifeguard techniques to prevent accidents by enforcing pool rules.
- Keeps deck area free from hazards.
- When off deck; patrols locker rooms, fenced grass area adjacent to pool, parking lot, and alley to pick up litter and control unsafe behavior.
- Does locker room checks at end of shift; closes lockers, flushes toilets, picks up litter.
- Cleans and hoses out locker rooms at end of shift when necessary.
- Responds to emergencies. Follows proper steps and procedures as instructed and posted.

- Prepares incident and accident reports.
- Clears pool quickly and safely in emergency situations.
- Is recognizable as lifeguard by wearing designated uniform.
- Attends all staff meetings.
- Participates in all in-service training sessions.
- Takes chlorine and ph tests.
- Cleans vacuum.
- Puts in ramp for disabled patrons.
- Cleans up spills/dirt in lobby as needed.
- Arrives 10 minutes before shift and leaves when facility grounds are cleared of patrons.
- Performs other related duties as required.

JOB REQUIREMENTS:

Knowledge: This position requires a knowledge of water safety principles; rescues, tows, and assists required by American Red Cross; Community First Aid or equivalent.

Skills: This position requires skills in swimming and lifesaving.

Abilities: This position requires the ability to: work well with all age groups; make sound, immediate decisions; perform all duties of lifeguard; have a responsible attitude; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- Minimum age 15 years.
- Must be certified as a Lifeguard, in CPR, and First Aid.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Ensures safety of pool patrons.
- Maintains constant watch over swimmers from assigned area of pool.
- Knows and enforces pool and water safety rules.
- Sees that pool area and rooms are clean and free of hazards.
- Maintains accurate and timely records.
- Prepares and submits accurate and timely reports.
- Deals tactfully and courteously with the public.
- Observes work hours.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.

CITY OF HAVRE

WATER SAFETY INSTRUCTOR

DEPARTMENT: Parks and Recreation/Swimming Pool

ACCOUNTABLE TO: Aquatics Director

SUMMARY OF WORK: Teaches children and adults how to swim, improve swimming skills, and be safe around and in water. This is a ten-week summer position.

JOB CHARACTERISTICS:

Nature of Work: This position performs teaching duties. Requires work in pool area and in humid environment. Must be able to work flexible schedule; may teach some evening lessons. Hazards may include dealing with chemicals, body fluids, rescue of drowning person, and slippery floors. May spend two hours or more at a time in the water.

Personal Contacts: Daily contact with pool patrons and pool employees.

Supervision Received: Supervision from the Aquatics Director.

Essential Functions: Position requires ability to: teach swimming; lift or move a child or adult in the water; perform all lifeguard duties including swimming, rescue, tow, assisting patrons in the water; visually inspect premises; hear distress calls; communicate verbally and through hand/equipment signals.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

- Teaches swimming to swimmers and non-swimmers.
- Teaches the various levels of the American Red Cross system.
- Demonstrates swimming and diving.
- Provides for a safe and enjoyable swim environment.
- Knows, follows, and ensures adherence to pool rules and regulations.
- Has necessary equipment ready for lessons.
- Cleans up after class.
- Prepares lesson plans.
- Fills out proper paperwork for American Red Cross record keeping.

- Fills out accident report in event of accident to participants or staff.
- Attends staff meetings.
- Performs other related duties as required.

JOB REQUIREMENTS:

Knowledge: This position requires a knowledge of teaching swimming principles and strokes; diving; water safety principles; rescues, tows, and assists required by American Red Cross; Community First Aid or equivalent.

Skills: This position requires skills in swimming and teaching all levels of swimming classes.

Abilities: This position requires the ability to: work well with all age groups; make sound, immediate decisions; control groups up to 10 children; have a responsible attitude; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- Minimum of 16 years of age.
- Must be certified as a Water Safety Instructor and in CPR and First Aid.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Competently teaches swimming to children and adults.
- Demonstrates good swimming and diving techniques.
- Follows American Red Cross format.
- Ensures safety of pool patrons.
- Knows and enforces pool and water safety rules.
- Sees that pool is free of hazards.
- Maintains accurate and timely records.
- Prepares and submits accurate and timely reports.
- Deals tactfully and courteously with the public.
- Observes work hours.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.