



## **City of Laguna Niguel Job Description**

### **LIFEGUARD PT**

Maintenance, Clerical, and Technical Unit  
FLSA: Non-exempt

#### **DEFINITION**

Supervise swimming pool and related areas; warn swimmers of water hazards and enforce park regulations and policy.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Recreation Coordinator/Supervisor.

#### **EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES**

*Important responsibilities and duties may include, but are not limited to, the following:*

- ◆ Perform rescue work and resuscitation.
- ◆ Administer First Aid and file related reports.
- ◆ Secure equipment and supplies.
- ◆ Greet swimmers.
- ◆ Collect fees; sell and issue pool passes; maintain related records.
- ◆ May assist staff at special events.
- ◆ May answer phones and take messages.

#### **QUALIFICATIONS**

##### **Knowledge of:**

- ◆ Rescue methods as defined by StarGuard, the American Red Cross, YMCA or other accredited water safety training program.
- ◆ Equipment used in pool maintenance.
- ◆ Methods for keeping water and surrounding areas safe for public use.
- ◆ Procedures and programs related to CPR/AED/First Aid, and water safety.

##### **Ability to:**

- ◆ Maintain safety and order in a swimming pool facility.
- ◆ Effectively warn patrons of safety hazards.
- ◆ Communicate clearly and concisely, both orally and in writing.
- ◆ Learn and understand park rules and regulations.
- ◆ Activate and follow emergency procedures.
- ◆ Communicate with the public in a professional and courteous manner.
- ◆ Establish and maintain cooperative working relationships.
- ◆ Make change and write receipts.
- ◆ Learn to operate a cash register and computer system.
- ◆ Participate in maintenance work.
- ◆ Possess and maintain training certificates as required by the City.

**Experience and Training:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

One year of lifeguard experience in a swimming pool facility.

Equivalent to completion of the ninth grade supplemented by specialized training in First Aid, CPR, lifeguarding, and water safety instruction.

Ability to obtain a work permit, if required.

**Licenses:**

Possession of, or ability to obtain prior to hire, First Aid, Lifeguard Training, and CPR certificates, as acceptable by the City. Water Safety Instruction Certificate is desirable.

**PHYSICAL DEMANDS**

*The physical demands described here 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.*

While performing the duties of this job, the employee is frequently required to swim, walk, sit, talk, or hear. The employee is occasionally required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb or balance.

The employee must occasionally lift and/or move over 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

**WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions and toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office and moderately loud when in the field.