

CLASSIFICATION SPECIFICATION
VILLAGE OF LOUDONVILLE

An Equal Opportunity Employer

TITLE: Lifeguard

CODE:

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JOB RESPONSIBILITIES: Under general supervision, performs routine public contact and safety work in teaching swimming lessons and serving as a pool life guard. (Performs other related duties as required.)

REQUIREMENTS:

QUALIFICATIONS: Any combination of training and work experience in addition to the above requirements which indicates possession of skills, knowledge and abilities listed below. An example of an acceptable qualification for this position is:
 Possession of certification in CPR, First Aid, and Advanced Life Saving (Red Cross, YMCA, Boy Scout.)

% of time	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS AND ABILITIES: necessary to perform duties (*indicates development after employment)
60	(1) Enforce aquatic rules and regulations in accordance with pool policy and procedure manual; teaches swimming lessons according to method adopted by Pool Manager; records attendance and progress reports; maintains written lesson plan and attends in service and staff meetings; monitors the use of the swimming pool and aquatics facilities; while on duty, maintains constant surveillance of water and pool deck areas from guard chair or while patrolling deck; avoids holding extended conversations with fellow staff members or public when on duty, does not leave pool area unguarded for any reason unless the entire pool area is first cleared of people and locked; reports specific problems or need to pool manager or pool PIC; refers incidents with members beyond lifeguard's bounds; washes pool deck, maintains cleanliness, and keeps deck free of obstructions; assist in sanitation and maintenance of all pool facilities; protect and care for pool property and equipment; install and remove lane lines for adult and swim team practices and meets; handles equipment as assigned (backwash filtration, aqua-man, chemical feeders, etc.); maintains emergency equipment (first aid kit, shepherd's crook, life buoys, spine board, etc.); performs duties assigned by the Pool Manager, Pool Assistant Manager, or PIC.	(1) Knowledge of (a) Village of Loudonville Personnel Manual, (b) public relations, (c) YMCA progressive and preschool objectives and procedures, (d) first aid and CPR, (e) advanced life saving, (f) spinal board techniques, (g) blood pathogen safety, (h) pool safety standards, (i) equipment operation, facilities operations and techniques use in comprehensive aquatic programs; Ability to (j) maintain effective working relationships with associates, participants, village officials, and general public, (k) read and understand directions and regulations, (l) effectively enforce safety and health regulations, (m) communicate effectively, (n) give and understand oral instructions.

Date Adopted: _____

Date Revised: _____

(Ordinance No. _____)

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% of time	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS AND ABILITIES: necessary to perform duties (*indicates development after employment)
5	(2) Tests program participants for swimming skill levels; provides pass and participation documentation for students; talks to parents about child's program and progress; talks to parents about child's program and progress; talks to adults about adult programs and adult progress.	(2) Knowledge of (a), (b), (c), (d), (e), (f), (g), (h), (i); ability to (j), (k), (l), (m).
5	(3) Wears sunscreen, hat and t-shirt to avoid over exposure to sun.	(3) Knowledge of (h).
2	(4) Assists in implementing various aquatic competitions throughout the season.	(4) Knowledge of (a), (b), (c), (d), (e), (f), (g), (h), (i); ability to (j), (l), (m).
5	(5) Prepares and maintains work related documentation (Class evaluations); oversees all preschool-adult swimming lessons.	(5) Knowledge of (o) general office procedures; ability to (p) add and subtract and file alphabetically.
5	(6) Performs a variety of miscellaneous duties such as answering phone, running errands, picking up supplies, conducting classes, selling tickets, collecting fees, helping set up for classes and events.	(6) Knowledge of (a), (j); ability to (k), (m), (n).
1	(7) Responds to public inquiries about aquatics programs.	
2	(8) Maintains related records and statistic for various aquatics programs.	(8) Ability to (k), (m).
1	(9) Serves as a member of various employee committees, as assigned.	(9) Knowledge of (a), (b), (c), (j).
2	(10) Goes into action when in doubt of a patrons safety; uses whistle in accordance with policy and procedure manual.	(10) Knowledge of (h); ability to (m), (n).
2	(11) Records all accidents on appropriate forms; inspects swimmers for skin diseases, open sores, bandages or cuts.	(11) Knowledge of (q) appropriate forms to use.
5	(12) Performs miscellaneous duties as requested by Pool Manager or Assistant Pool Manager.	(12) Knowledge of (a), (b), (c), (d); ability to (j), (m).
5	(13) Provides private swimming lessons when not	(13) Knowledge of (a), (b), (c), (d); ability to (j), (m).

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