



**CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
LIFEGUARD**

Classification Specification
(Non-Classified)

JOB SUMMARY

Under general supervision, performs routine public contact and safety work in teaching swimming lessons and serving as a pool lifeguard.

SUPERVISION RECEIVED AND EXERCISED

The Lifeguard is a seasonal, hourly position working under the direction of the Recreation Supervisor and/or Aquatic Director.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Senior Lifeguard. The duties included on this list are examples and are not intended to be all-inclusive or restrictive:

- Teaches a swimming lesson according to a prescribed routine and curriculum.
- Tests program participants for swimming skill levels; passes participants for participation in more advanced classes.
- Monitors the use of the swimming pool; enforces safety rules.
- Patrols the swimming pool and aquatics facility.
- Assists in implementing various aquatics competitions throughout the year.
- Performs a variety of miscellaneous duties such as answering phone, running errands, picking up supplies needed for activities, conducting classes, selling tickets, collecting fees, helping set up for classes, events, etc.
- Responds to public inquiries about aquatics programs made by telephone, correspondence, or during public meetings.
- Maintains related records and statistics for various aquatics programs.
- Assists in the maintenance of the swimming pool.
- Monitors and maintains pool filtration system.
- Monitors pool water chemistry through testing of water samples.
- Adjusts chemistry as needed to maintain standards.
- Officiates at swimming meets.
- Serves as a member of various employee committees, as assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience

- Graduation from a high school or GED equivalent.
- Be at least 18 years of age at the time of appointment;
- Possess current Red Cross certifications in the following: First Aid, CPR for the Professional Rescuer, Lifeguard Training, AED Module, and WSI (Title 22); and

Knowledge, Skills and Abilities

- Working knowledge of the equipment, facilities, operations and techniques used in a comprehensive aquatics program.
- Ability to use various hand tools used in the maintenance of swimming pool equipment, pool testing equipment and phone.
- Ability to effectively teach swimming lesson.
- Ability to effectively enforce safety and health regulations relating to an aquatics program.
- Ability to establish and maintain effective working relationships with employees, supervisors, participants, instructors, and the general public.
- Ability to communicate effectively orally; Ability to give and understand oral instructions.
- Knowledge of aquatic environment and basic swimming strokes, including butterfly, breast stroke, free style and back stroke;
- Knowledge and ability to perform effective life saving techniques, keep attentive lookout for accidents in the water or on a diving board or swimming pool deck, and warn people against dangerous practices regarding pool use;
- Ability to deal tactfully and courteously with participants, and to establish and maintain cooperative working relationships with the general public and City staff;

Licenses, Certificate and/or Special Requirements

- A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

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. While performing the required duties of this job, the employee is required to sit, stand, stoop or bend for up to two hours, talk, hear, walk, run, jump, swim; reach with hands and arms, use hands to finger, handle, carry and pull equipment, rescue gear, and people. The employee may lift objects up to 100 pounds or more. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate to loud. Work may be regularly performed indoors and outdoors at the City's aquatic center and seasons; climate and weather conditions will vary.