



# Los Alamos County

## Job Description and Classification

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|-----------------------------|---|
| <b>JOB TITLE:</b>           | <b>Lifeguard Trainee, Lifeguard &amp; Sr. Lifeguard</b>   |
| <b>JOB CODE:</b>            | <b>358, 356, 355</b>                                      |
| <b>CLASSIFICATION:</b>      | <b>Non-Exempt</b>   |
| <b>DEPARTMENT/DIVISION:</b> | <b>Community Services/Parks Recreation and Open Space</b> |
| <b>SUPERVISOR:</b>          | <b>Aquatic Coordinator</b>                                |

**Position Summary:**

Under general supervision of the Aquatic Coordinator or Lifeguard Supervisor, ensures the safety of patrons of an aquatic facility by preventing and responding to emergencies and/or provides instruction in aquatic programs. Maintains confidentiality of all privileged information.

*The general level and nature of this position are described in the headings below. This is not an all-inclusive list of all responsibilities, duties, and skills required of personnel in this classification. Duties, responsibilities and activities may change at any time.*

**Essential Duties and Responsibilities:**

- Ensures the safety of patrons of an aquatic facility by preventing and responding to emergencies and/or provides instruction in aquatic programs.
- Presents professional appearance and attitude at all times and maintains a high standard of customer service.
- Attends and participates in in-service training sessions.
- Performs various maintenance duties to maintain clean and safe facilities and equipment.
- Prepares and maintains appropriate activity reports.
- Handles or refers problems and situations as they arise within the facility.
- Educates the swimming public to the attitudes and habits of safe pool environment.
- Encourages patron cooperation and support through positive public relations.
- Contributes to a team effort and accomplishes related results as required.
- Maintains constant surveillance of patrons in the facility; acts immediately and appropriately to secure safety of patrons in the event of emergency.
- Provides emergency care and treatment as required until the arrival of emergency medical services.
- Maintains lifeguard stations.
- When instructing, explains and demonstrates the principles, techniques and methods in a variety of aquatic activities.
- When instructing, accurately assesses correct placement of students for swim instruction and/or water exercise.
- When instructing, observes and assists patrons in obtaining their individual goals in their aquatic activity.
- When instructing, prepares and maintains all required paperwork including lesson plans, worksheets and records sheets.
- Contributes to a team effort and accomplishes related results as required. Performs other duties as required.

**Additional Duties and Responsibilities for Sr. Lifeguard**

- Responsible for opening and closing of the Aquatic Center.
- Assists with pool maintenance procedures as assigned.
- Coordinates and leads monthly TEAM trainings as assigned.
- Conducts water quality testing as assigned.
- Performs basic backwash procedures and water chemical modifications to maintain water quality.
- Explains and demonstrates the principles, techniques, and methods in a variety of aquatic activities.
- Conducts all levels of swim instruction, aerobic fitness classes, water safety classes and lifeguard instruction.
- Assists in maintenance and care of equipment, facilities and environment while maintaining safe and sanitary conditions.
- May lead temporary/casual workers.

**Trainee Minimum Qualifications:**

- High School Diploma or GED (exception for full time high school students).
- Must be at least sixteen years of age.
- Must be able to successfully swim a 100-yard crawl stroke non-stop, or breaststroke or a combination of both prior to commencing work.
- Must be able to pass American Red Cross certification in Lifeguarding, First Aid, and CPR for the Professional Rescuer within sixty days of employment.
- Must be able to pass Oxygen Administration, Bloodborne Pathogens, and AED certifications within sixty days of employment.
- Must successfully complete pre-employment physical exam prior to commencing work.
- Must pass a competency water skills test every six months.
- Must successfully complete a thorough background investigation.

**Additional Qualifications for Lifeguard:**

- If lifeguarding, must possess and maintain current American Red Cross certification in Lifeguarding, First Aid, and CPR for the Professional Rescuer or equivalent. (*Equivalent certifications may include: StarGuard, National Pool and Water Parks, YMCA or USLA certification.*)
- If lifeguarding, must possess or obtain within thirty days of employment, and must maintain American Red Cross Oxygen Administration, Bloodborne Pathogens, and AED certifications.
- If instructing, must possess current Water Safety Instructor certificate from the American Red Cross for swim instruction and/or Aquatic Exercise Association certificate for water exercise instruction.

**Additional Qualifications for Sr. Lifeguard:**

- One year of experience lifeguarding, teaching swim lessons, aquatic exercise instruction, or aquatic based therapy.
- If lifeguarding, must possess or obtain within six months and must maintain American Red Cross Water Safety Instructor (WSI) certification.
- If lifeguarding, must possess or obtain within six months, and must maintain a Certified Pool Operator (CPO) or Aquatic Facility Operator (AFO) certificate.

**Preferred Qualifications:**

- If instructing, American Red Cross Lifeguard Instructor Training certification.

**Additional Preferred Qualifications for Sr. Lifeguard:**

- American Red Cross Water Safety Instructor Trainer certification and/or Lifeguard Trainer Instructor certification.
- Certified Pool Operator, Aquatic Facility Operator, or Certified Aquatic Manager.

**Knowledge, Skills, and Abilities:**

- Knowledge of CPR and emergency medical procedures.
- Knowledge of customer service standards and procedures.
- Knowledge of proper lifeguarding skills, patron safety and safety and water rules.
- Knowledge of water quality regulations, policies and standards.
- If instructing, knowledge of aquatic principles, physiology, techniques and teaching methods.
- Skill in organizing and coordinating.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to read, understand, follow and enforce safety procedures.
- Ability to communicate effectively, both verbally and in writing.
- Ability to work both independently and in a team environment.
- Ability to prepare routine administrative paperwork.
- Ability to use a wide variety of lifeguarding equipment and special protective gear under stressful emergency conditions.
- Ability to enforce policies and procedures.
- Ability to perform proper lifeguarding skills.

**Additional Knowledge, Skills, and Abilities for Sr. Lifeguard:**

- Knowledge of backwash, test and maintenance of proper water chemistry.
- Knowledge of securing facility.
- Knowledge of applicable federal and state laws, regulations and requirements.
- Ability to organize meeting and training agendas.
- Ability to train staff.
- Ability to supervise others including organizing, prioritizing and scheduling work assignments.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit, walk, stand and swim. The employee regularly uses manual and finger dexterity and visual acuity to complete tasks. The employee routinely uses a full range of mobility in upper and lower body; reaches overhead; works in various positions, including stooping, standing, bending over, sitting, kneeling and squatting for extended periods of time. The employee must be able to lift, pull and push materials and equipment up to 25 pounds to complete assigned job tasks; and must occasionally handle or maneuver a person up to 100 pounds.

**Work Environment:**

The work environment involves exposure to hazards or physical risks and requires following basic safety precautions. This position occasionally uses standard office equipment such as computers, phones and photocopiers. Work is performed in both a professional office environment or aquatic center and in an outdoor setting, with exposure to natural weather conditions and elements such as dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Travel, on-site response to emergency situations, evening, weekend and holiday work may be required on short notice.

**Job Description and Classification**

**Lifeguard Trainee 358**

**Lifeguard 356**

**Sr. Lifeguard 355**

Each and every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance;
- Work well with others and participate fully in a team-oriented environment;
- Interface with other employees and customers in a courteous and respectful manner;
- Project positive support of their department and all county organizations at all times; and,
- Maintain and enhance the county's commitment to customer service excellence.

**Approvals:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

Human Resources Manager: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

Reviewed: \_\_\_\_\_ Revised: 3/20/2015, 12/1/2018, 10/22/2021