

	<b>DEPARTMENT</b> 01-56 SPLASH STATION		<b>FLSA</b>	NON-EXEMPT	
	<b>PAY GRADE</b> \$9.00/HR	<b>OCCUPATIONAL CATEGORY</b>		SKILLED CRAFT	
	<b>WORKSTEP CODE</b> N/A			<b>LEVEL</b> N/A	
	<b>DRUG SCREEN TYPE</b> CITY POLICY				
	<b>STATE EMPLOYMENT CODE</b> 713110	<b>WORKER'S COMPENSATION CODE</b>		9102	
	<b>REVISION DATE</b> 01/2017				
	<b>56-022 SEASONAL HEAD LIFEGUARD</b>				

**REPORTS TO:** Aquatic Coordinator or designated Supervisor

**DIRECTS:** Lifeguards, Water Safety Instructors, Swim Teaching Assistants, and Customer Attendants

**OTHER:** Has direct contact and dealings with the general public, vendors, elected officials, directors, managers, and other City employees

**BRIEF DESCRIPTION:**

This position is responsible for assisting on maintenance and operations at the City's Aquatic Facility (Splash Station) to ensure recreational availability and the safety of the public.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

<b>S- SEDENTARY</b>	<b>L- LIGHT</b>	<b>M-MEDIUM</b>	<b>H-HEAVY</b>	<b>V- VERY HEAVY</b>
Exerting up to 10 lbs. occasionally; or  Negligible weights frequently; or  Sitting most of the time	Exerting up to 20 lbs. occasionally; or  10 lbs. frequently; or  Negligible amounts constantly; or  Requires walking or standing to a significant degree	Exerting 20-50 lbs. occasionally; or  10-25 lbs. frequently; or  Up to 10 lbs. constantly	Exerting 50-100 lbs. occasionally; or  10-25 lbs. frequently; or  Up to 10-20 lbs. constantly	Exerting over 100 lbs. occasionally; or  50-100 lbs. frequently; or  Up to 20-50 lbs. constantly

<b>#</b>	<b>CODE</b>	<b>ESSENTIAL FUNCTIONS</b>
1	L	Monitor activities, enforce safety rules and regulations, and take appropriate lifesaving actions in emergency situations
2	L	Answer questions and address problems as they arise in facility and on deck
3	L	Ensure proper and effective staff response to any and all emergency situations
4	L	Report needed repairs to Aquatics Coordinator or designated Supervisor
5	L	May function as facility attendant, customer service attendant, or lifeguard as needed.
6	M	Clean and maintain facility to Management standards and Health Department Standards
7	M	Must be available pre-season for training and in services
8	M	Must be available for afterhours events and swim lessons
9	M	Must be available for regular staff meetings, training and in-service
10	H	Assures Aquatic park maintenance is performed and reported to Aquatics Coordinator
11	L	Assist in staff work schedules
12	L	Monitor the deck and lifeguards to assure proper and complete coverage of all rotations in case of emergency or in the event that a patron or lifeguard needs assistance
13	V	Respond to the possible need for ejection of patrons from pool facilities. This may include limiting use of

		some equipment or complete removal from the pool
14	<b>S</b>	Maintain records, including incident logs, oxygen, AED, in-service training, inventory logs chemical logs, attendance logs, and safety checklists
15	<b>M</b>	Assist with and participate in In-service training and drills with other staff
16	<b>L</b>	Open and close facility. Will be accountable for keys, lock combination, alarm, and cash room locks/vault combination
17	<b>L</b>	Direct guard performance and recommend solutions for better, safer practices
18	<b>H</b>	Conduct and document all TDH required monitoring checks
19	<b>L</b>	Monitor and report inventory levels
20	<b>L</b>	May act as Manager on Duty
21	<b>S</b>	Must arrive at work on time, in uniform and must maintain a regular and reliable level of attendance

**When functioning as a Water Safety Instructor, duties may include:**

#	CODE	ESSENTIAL FUNCTIONS
22	<b>L</b>	Conduct classes according to program guidelines in a professional manner
23	<b>L</b>	Educate students regarding pool rules and policies
24	<b>L</b>	Provide positive motivational feedback to students
25	<b>S</b>	Complete and submit attendance reports
26	<b>L</b>	Attend all scheduled swim lessons
27	<b>M</b>	Work with learn-to-swim coordinator to ensure students a superior learning environment
28	<b>L</b>	Distribute program certificates

**JOB REQUIREMENTS:**

CATEGORY	JOB REQUIREMENTS
<b>READING</b>	Ability to read and write the English language
<b>MATH</b>	Ability to make mathematical calculations by adding, subtracting, multiplying and dividing numbers
<b>WRITING</b>	Ability to communicate using the English language Ability to communicate well, both orally and in writing
<b>MANAGERIAL</b>	Ability to work well with others and remain professional in all situations Ability to remain calm in emergency situations Ability to direct others in an appropriate and respectful manner
<b>BUDGET RESPONSIBILITY</b>	N/A
<b>SUPERVISORY/ ORGANIZATIONAL CONTROL</b>	Must be a self-starter and be able to work effectively and efficiently on one's own
<b>COMPLEXITY</b>	Maintain records for state or policy regulations Able to read maps and interpret data
<b>CUSTOMER SERVICE</b>	Ability to learn and use proper customer service habits both internally and externally. Upholding the STARS philosophy.
<b>INTERPERSONAL/HUMAN RELATION SKILLS</b>	Ability to deal effectively with the general public and other city personnel in a courteous manner

**NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:**

- At least 18 years of age
- Requires knowledge of lifeguard skills and safety programs
- Ability to supervise and motivate employees
- Must be able to motivate others, lead by example, and work under stressful conditions
- Ability to establish and maintain effective working relationships with other departmental employees and with the general public

- Requires the ability to swim
- Ability to supervise and motivate employees
- Ability to establish and maintain effective working relationships with other departmental employees and with the general public

**EDUCATION AND EXPERIENCE:**

High school graduate or equivalent; OR

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities

Must have at least one (1) year of previous Lifeguard experience

Lifeguard Instructor Certification is preferred

Water Safety Instructor Certification is preferred

**CERTIFICATES AND LICENSES REQUIRED:**

A Valid Class C Texas driver license and the ability to maintain a satisfactory driving record

Must have obtain and possess current American Red Cross Lifeguard Certificate (training provided by City);

Must obtain and possess current CPR/AED and First Aid certificates (training provided by City);

Must obtain and possess Aquatic Facility Operator or Certified Pool Operator (training provided by City).

**ENVIRONMENTAL FACTORS AND SAFETY HAZARDS:**

Primarily in outdoor environment with the ability to operate indoors when needed. May be exposed to extreme heat and cold during summer and winter months.

**TOOLS AND EQUIPMENT USED:**

Standard office equipment including multi-line telephone, computer, fax machine, copier, scanner, printer, etc.

Anything regarding lifeguard or facility operation

**PHYSICAL DEMANDS:**

<b>C= Continuously</b>	<b>F= Frequently</b>	<b>O= Occasionally</b>	<b>R= Rarely</b>	<b>N- Never</b>
<b>2/3 or more of the time</b>	<b>From 1/3 to 2/3 of the time</b>	<b>Up to 1/3 of the time</b>	<b>Less than 1 hour per week</b>	<b>Never occurs</b>

<b>PHYSICAL DEMANDS</b>	<b>FREQUENCY</b>	<b>DESCRIPTION</b>
<b>Standing/ Walking</b>	<b>C</b>	Standing and walking in City Buildings and City facilities on tile, carpet, concrete, asphalt, gravel, and may include sloped or slippery surfaces May require standing for extended periods of time Must be able to be in the heat for extended periods of time
<b>Sitting</b>	<b>R</b>	Must be able to sit for extended periods of time
<b>Lifting/Carrying</b>	<b>F</b>	Must be able to lift and carry up to 25 lbs.
<b>Pushing/Pulling</b>	<b>F</b>	Must be able to push/pull at least 50 lbs.
<b>Reaching</b>	<b>F</b>	Ability to reach overhead
<b>Handling</b>	<b>F</b>	Must be able to handle a multitude of items
<b>Fine Dexterity</b>	<b>F</b>	Ability to use fine dexterity for paperwork and training

<b>Kneeling/Crouching/ Crawling/Bending/Twisting/ Climbing</b>	<b>C</b>	Requires some bending, stooping, stretching, crouching, crawling, twisting, kneeling and climbing as needed
<b>Vision</b>	<b>C</b>	Ability to see, read, and comprehend a variety of written or displayed media
<b>Hearing/ Talking</b>	<b>C</b>	Ability to speak and understand fluently the English language Ability to hear the spoken word

**NON PHYSICAL DEMAND:**

<b>C= Continuously</b>	<b>F= Frequently</b>	<b>O= Occasionally</b>	<b>R= Rarely</b>	<b>N- Never</b>
<b>2/3 or more of the time</b>	<b>From 1/3 to 2/3 of the time</b>	<b>Up to 1/3 of the time</b>	<b>Less than 1 hour per week</b>	<b>Never occurs</b>

<b>NON-PHYSICAL DEMANDs</b>	<b>FREQUENCY</b>	<b>DESCRIPTION</b>
<b>Time Pressure/ Constraints</b>	<b>O</b>	Ability to complete time sensitive tasks Ability to handle stressful situations and workloads Ability to control temper during various situations Ability to follow and adhere to and City of Cleburne rules, procedures, policies, general orders, ordinances, etc.
<b>Irregular Schedule/Overtime</b>	<b>O</b>	Subject to afterhours call out for emergency situations May be required to work weekends and holidays
<b>Frequent Change of Task</b>	<b>F</b>	Ability to shift focus from one project to the next rapidly
<b>Performing Multiple Tasks Simultaneously</b>	<b>F</b>	Ability to multitask
<b>Emergency Situations</b>	<b>O</b>	Ability to assist in emergency situations should the need arise
<b>Danger/Physical Abuse</b>	<b>R</b>	Physical peril or bodily injury inflicted by environmental factors or external forces
<b>Noisy/Distracting Environment</b>	<b>C</b>	Mowing, digging, power equipment and tools, motor vehicles, roadway traffic, pedestrian traffic
<b>Working Closely with Others as Part of a Team</b>	<b>C</b>	Ability to establish and maintain effective and cooperative relationships

## JOB DESCRIPTION VERIFICATION AUTHORIZATION

The aforementioned statements are intended to describe the general nature and level of working being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills, required of personnel classified in this position. This job description is subject to change as well as the needs and requirements of the job change.

### ADA/EEO Compliance

The City of Cleburne is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with the disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Formal application, rating of education and experience; oral interview, reference and criminal background checks, Worksteps, and drug screens are required. In addition, job related tests may also be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the City of Cleburne and the employee and is subject to change by the City of Cleburne as the needs of the City and requirements of the job change.

### **HUMAN RESOURCES USES ONLY**

#### **SIGNATURE- REVIEW AND COMMENTS**

**I HAVE REVIEWED THIS JOB ANALYSIS AND ITS ATTACHMENTS AND FIND IT TO BE AN ACCURATE DESCRIPTION OF THE DEMANDS OF THIS JOB**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Name (printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Supervisor Name (printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Representative Signature

\_\_\_\_\_  
HR Representative Name (printed)

\_\_\_\_\_  
Date

