

**City of White Salmon  
Job Description**

**POSITION:** Lifeguard and Swimming Instructor  
**DEPARTMENT:** Swimming Pool, Public Works Department  
**REPORTS TO:** Swimming Pool Manager  
**EFFECTIVE DATE:** May 3, 2017  
**FLSA STATUS:** Non-Exempt  
**SALARY RANGE:** Step 6 Range 1-5

This is a part-time to full-time seasonal non-union position. Lifeguard and swimming instructor is an hourly position and may work in excess of eight hours per day or 40 hours per week if approved. The lifeguard is not on call outside of scheduled hours, however may be asked back to work before or after normal work hours and/or on a scheduled day off in emergency situations.

**MAJOR FUNCTION AND PURPOSE**

The Lifeguard and Swimming Instructor performs skilled and semi-skilled functions for City services related to the swimming pool safety and operations.

**SUPERVISION RESPONSIBILITIES**

The employee in this position directs Patrons, Pool Assistants, and volunteers in the absence of the Head Lifeguard, Assistant Manager or Pool Manager. The Lifeguard is responsible for enforcing safety standards in accordance with the organization's policies and applicable laws, as well as standards set by their Red Cross Lifeguard training.

**GENERAL FUNCTION**

Supervision of this position is ongoing, consisting of meetings with the Pool Manager other managerial staff to discuss priorities, tasks and review of work. Duties of the position include assisting patrons, daily accounting, operations, and maintenance of the City's swimming pool under guidance from Pool Manager and maintenance staff. This position will follow state laws and regulations and adhere to policies on swimming pool operations.

**JOB DUTIES AND RESPONSIBILITIES**

The job duties and responsibilities represented in the job description in no way imply that these are the only duties to be performed. The employee occupying the position will be required to follow any other job-related instructions and to perform any job related duties requested by the Pool Manager. This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. The individual may perform other duties as assigned.

- Instills attention to and enforces safety with all pool patrons;
  - Recognize and respond effectively to all emergencies;
  - Administer First Aid, CPR, emergency and other safety procedures as required;
  - Know the procedures for implementing the use of the Emergency Action Plan or EAP;

- Inform other lifeguards and pool staff when more help or equipment is needed;
- Monitor adverse weather and recommend evacuate/close facility to Manager or Assistant Manager when necessary;
- Enforces pool rules and regulations as written and suggests changes as necessary;
- Teaches swimming lessons and ensures quality standards are met;
- Daily maintenance/cleaning of the pool and bathhouse/restroom facility, reporting deficiencies or concerns to supervisor;
  - Checks chemical levels for patron safety and notifies managerial staff of changes;
  - Monitors pool water levels and notifies appropriate City staff if adjustments are necessary;
  - Keeps first aid kit in order;
  - Ensures office area is kept clean on a daily basis;
  - Completes daily and weekly general maintenance and chores listed by the Pool Manager
- Attends all staff meetings unless excused by Pool Manager
- Assists in maintaining, analyzing and submitting pertinent records in respect to daily patron admissions and revenue, sanitary water conditions (chlorine and pH readings), accidents, rescues and assists, and first aid.
- Demonstrates continuous effort to improve operations, streamline work processes and work cooperatively and jointly to provide quality customer service;
- Communicates regularly with managerial staff regarding safety, staff, facility/maintenance, swim lessons and membership issues;
- Assists in the preparation of the facility for pool parties and other special events when necessary;
- Monitor stores of items for sale at front desk and inform Pool Manager of requirements as needed;
- Fields questions, concerns, and complaints related to pool operations;
- Operates computer to record cash receipts and process payments via cash, check or credit card.

## **KNOWLEDGE, SKILLS AND ABILITIES**

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities and aptitudes to perform each duty proficiently.

- Knowledge of equipment and tools.
- Ability to efficiently monitor pumps, gauges and perform testing.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to record work orders, time records, project information.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to apply common sense understanding to carry out simple five to ten step instructions.
- Ability to deal with standardized situations with only occasional or no variables.
- Ability to work evenings and weekends.

## **WORKING CONDITIONS**

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 is occasionally exposed to toxic or caustic chemicals; outside weather conditions; and is required to use personal protective equipment (PPE). The noise level in the work environment is usually very loud.

Working conditions in outside area are subject to variations in temperature, and may include wind, rain and other elements.

## **PHYSICAL REQUIREMENTS**

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 stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. This position may be subject to verbal abuse at times from the public.

## **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies:

- Problem Solving - Works well in group problem-solving situations.
- Customer Service - Responds to requests for service and assistance, seeks support from supervisors or City staff as needed.
- Interpersonal Skills - Focuses on solving conflict, not blaming; maintains positive attitude; and gets along well with coworkers.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations.
- Teamwork - Balances team and individual responsibilities; contributes to building a positive team spirit; puts success of team above own interests; and supports everyone's efforts to succeed.
- Organizational Support - Follows policies and procedures; and supports affirmative action and respects diversity.
- Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; and sets goals and objectives.
- Professionalism - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; and follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; and monitors own work to ensure quality.
- Quantity - Meets productivity standards; completes work in timely manner; strives to increase productivity; and works quickly.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; and uses equipment and materials properly.

- Adaptability - Adapts to changes in the work environment; manages competing demands; and is able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time; and ensures work responsibilities are covered when absent.
- Initiative - Volunteers readily and is willing to train in new operations, assignments, and teams; and asks for and offers help when needed.

## **EXPERIENCE AND TRAINING**

- Must have Current Red Cross Lifeguard, CPR, and First Aid Certifications, or be able to attain prior to the beginning of the pool season.
- Must be 15 years of age or older.

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**I have read and understand this class description.**

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Employee Signature

Date