

JOB DESCRIPTION
City of Aurora, Indiana



POSITION: Life Guard
DEPARTMENT: Parks Department
WORK SCHEDULE: Hourly
JOB CATEGORY: Seasonal
DATE WRITTEN: January 2022 **STATUS:** Part Time
DATE REVISED: January 2022 **FLSA STATUS:** Non-Exempt

JOB SUMMARY

The primary responsibility as a lifeguard is to prevent drowning and other injuries from occurring. Candidates must be able to ensure the safety of patrons minimizing or eliminating, hazardous situations or behaviors. The guard will need to be able to solve on-the-job issues by utilizing critical thinking and decision-making skills and possess the ability to work with diverse populations. Lifeguards must be able to enforce pool policies and be able to communicate effectively why policies are in place.

GENERAL DESCRIPTION / RESPONSIBILITIES:

General responsibilities of the Lifeguard include:

- Recognize and respond effectively in emergency situations by activating Emergency Action Plan (EAP).
- Communicate and enforce all pool policies and rules in a personable and professional manner
- Actively guard and scan the pool areas at all times: refrain from socializing while guarding.
- Dress in guard suit, shirt and have tube and whistle while on duty.
- Complete daily cleaning assignments.
- Document any incidents and/or injuries.
- Maintain a clean and tidy workspace.
- Perform other duties as assigned.
- Administer first aid in the event of injury, rescue swimmers in distress or danger of drowning and administer CPR and/or artificial respiration, if necessary.
- Inspect pool facilities, equipment, and water to ensure they are safe and usable. Report hazardous conditions to manager.
- Instruct or assist classes in fundamentals of swimming as needed. (Learn to swim).
- Resolve scheduling conflicts to ensure a safe pool.
- Assist with membership processing and front desk duties when needed.
- Report any job-related injury or illness to the employer, and seek treatment promptly.
- Must abide by the City Ordinances, Resolutions, Personnel Policies and Procedures, and state and federal statutes.

- Maintain American Red Cross Lifeguard training Certificate, Red Cross CPR for the Professional Rescuer, Red Cross First Aid.

This position will be subject to the rules, policies, and operating procedures established by the City, as they may be amended from time to time.

WORK ENVIRONMENT

Project sites may involve exposure to normal hazards associated with maintaining rights of way, such as working alongside heavy machinery, moving parts, traffic, noise, grease, dirt, dust, chemicals, vehicle fumes, weeds and grasses, blood borne pathogens and other infectious materials, extreme temperatures and inclement weather. Employee may be exposed to such hazards as downed power lines, ice, snow and/or fallen trees. Safety precautions must be followed at all times to avoid injury to self and others.

Work requires moderate to heavy lifting with occasional standing, bending, and carrying. Must be able to lift 50-75 lbs. with the use of Personal Safety Equipment.

*This position is identified as having occupational exposure to blood or other potentially infectious materials.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

I have read and understand this job description and its relationship to the position I occupy. This job description is not an employment contract, nor is it intended to describe all duties someone in this position may be required to perform.

Signature

Date

Printed Name

Approved By:

Date Hired: