

City of Macon  
Job Description

Municipal Pool Lifeguard

Department: Pool
Reports to: Pool Manager and/or City of Macon Administration

Summary

Lifeguards are responsible for the health, safety, and welfare of those using the City of Macon Municipal Pool. This position requires proficient swimming ability and proper application of rescue and first aid techniques. Lifeguards must recognize and respond quickly and effectively to emergency situations. A Lifeguard's major responsibility is to observe swimmers, provide safety and enforce regulations in the guarding of life and the prevention of accidents at the City of Macon Municipal Pool.

Essential Duties and Responsibilities

Essential duties and responsibilities include, but are not limited to, the following:

- Assures maximum possible safety to all persons using facility
- Enters water to rescue individuals in trouble and uses necessary aid to revive them
- Provides emergency care and treatment as required until the arrival of emergency medical services
- Supervises the activities of swimmers by enforcing rules and regulations as set by City
- Warns swimmers of improper activities or hazards
- Maintains order in swimming areas; does not allow rough play or dangerous objects into swim area
- Immediately notifies Pool Manager of any accidents, rescues, or problems that have arisen
- Reports to Pool Manager any equipment that is in need of repair or any unsafe conditions that exist
- Answers inquiries pertaining to the use of the Municipal Pool
- Takes admission fees, registers participants, sells swim passes, and makes other financial transactions as required
- Prepares and maintains appropriate reports and completes daily timesheet
- Performs custodial and maintenance duties to achieve safe, sanitary, and pleasing conditions
- Opens and closes facility at scheduled times as set by the City of Macon
- Closes pool whenever the safety or health of the patrons is endangered (ie. weather conditions, water clarity, etc.)
- Provides swim instructions during swim lessons as offered by the City of Macon
- Reports to work in appropriate dress and ready to assume responsibilities a minimum of five (5) minutes early
- Must notify Pool Manager at least three hours prior to shift start time if not able to work scheduled shift
- Interacts with the public in a respectful, professional, and positive manner
- Follow all Aquatic Risk Management rules, regulations and requirements
- Other duties as assigned

Qualification Requirements

To be considered for this position, applicant must be at least 16 years of age and be able to pass a skills test. Applicant must also possess a valid government issued ID and Social Security Card. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required for this employment position. **REASONABLE ACCOMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS WITH DISABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS.**

Education/Experience:

- Lifeguard experience (preferred but not required)

Certification/Licensure:

- Lifeguard Certification required (city will provide training)
- current CPR training required (city will provide training)

Knowledge of:

- basic water and pool safety procedures

- safe equipment operation and maintenance
- customer service principles

**Skilled in:**

- recognizing hazardous situation; attentiveness to visual and audible cues for recognitions and identification of swimmers in distress or in process of unsafe behaviors
- administering basic first aid and cardiopulmonary resuscitation
- strong, expert swimmer to assist in rescue operations
- orally communicating information and ideas to employees, coworkers, customers, supervisors, and other personnel
- communicating information and ideas to employees, customers, supervisors, and other personnel in written form

**Ability to:**

- react calmly and effectively in emergency situations
- handle large crowds and high noise levels
- be constantly alert to emergency situations
- sit for extended periods on a raised platform to observe pool activities
- use hands, arms, and legs simultaneously when needed
- lift, pull, and manipulate conscious and unconscious individual in rescue situations (strength)
- work tactfully and harmoniously with fellow employees and the general public (human relations)
- use common sense to carry out instruction instructions (problem-solving ability)
- be thorough and accurate while performing work activities (attention to detail)
- see things clearly (visual acuity)
- hear
- manipulate objects using the fingers and hands (finger and hand dexterity)
- walk, stand, kneel, stoop (mobility); move light objects (less than 50 pounds)
- perform basic cleaning of pool, deck, bath house, etc...
- read, comprehend, and follow basic work instructions; both verbal or those written in standard English
- add, subtract, multiply, and divide using whole numbers and decimals; calculate percentages

**Special Requirements:**

- must be willing to work weekends, evenings, and holidays (work schedule will vary)
- must pass criminal background check
- must be able to pass pre-employment and random drug screening
- apparel appropriate for job environment
- maintain confidentiality of privileged information acquired during the course of job performance

**Work Environment**

The characteristics listed herein describe the work environment the employee encounters while performing the essential functions of this employment position. **REASONABLE ACCOMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS WITH DISABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS.** While performing the duties of this employment position, the employee:

- works in an outdoor environment
- exposed to a large crowds and moderate to loud noise levels
- regularly exposed to wet and/or humid conditions

I, the undersigned, have read and comprehend the requirements of holding a position as lifeguard for the City of Macon and if hired, agree to carry out the duties and responsibilities of the position.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Please return this signature page to the office of the City Clerk along with your application.**

**The City of Macon, Missouri, is an Equal Opportunity Employer and promotes a drug free environment.**