

**BOROUGH OF KUTZTOWN
POSITION DESCRIPTION**

**POSITION TITLE: LIFEGUARD/SEASONAL
KUTZTOWN SWIMMING POOL**

REPORTS TO:

Borough Manager ultimately; Transportation, Sanitation, Grounds & Buildings Division Superintendent primarily; and the Swimming Pool Manager tertiary, or the person assigned by the aforementioned personnel.

PURPOSE OF THE POSITION:

The primary function is to insure the safety of individuals patronizing and working at the Kutztown Swimming Pool. This is a semi-skilled position that will require additional duties to help maintain the swimming pool grounds and buildings.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Insure the safety of all pool patrons and employees. Eyes should be on the pool at all times scanning the entire pool (10/20). Be alert for weak swimmers.
2. Enforce safety rules and regulations.
3. Perform first aid, as required. Be familiar with all first aid and safety equipment and emergency procedures.
4. Help maintain clean grounds and buildings.
5. Must be in the pool area at all times while on duty. Permission must be granted by the designated supervisor if it is necessary to leave the pool.
6. A whistle must be worn at all times when on duty. Personal items can be kept in the guard shed.
7. Talking on duty is to be limited to short conversations dealing with guard duties, questions about the pool, or disciplinary actions. Eyes must be on the pool at all times, even during these conversations. Friends are not allowed to socialize with guards while they are on duty.
8. Once the main work schedule is prepared, the employee is responsible for the hours scheduled to work. If the employee needs to switch days off, it is the employee's responsibility to secure a substitute. The substitution must be made in the office on the master work schedule by both parties.

9. Be familiar with the disciplinary policy. Fill out the disciplinary action sheet and alert the Pool Manager to steps taken. Inform oncoming guards of conduct problems.
10. Report any safety problems to the Pool Manager immediately.
11. Reading and/or writing material, eating and drinking are prohibited while on duty in the chairs.
12. Guards are expected to be on duty on time. All chairs will be occupied five minutes prior to the opening of the doors. Come off break five minutes early so guards can be relieved on the half hour.
13. Guards are required to attend all staff meetings and training sessions (about four hours per month) unless excused by the Pool Manager.
14. Guards should report to work in condition to perform all responsibilities. Reporting to work under the influence of drugs or alcohol will result in immediate dismissal.
15. Guards will refrain from behaving in a discourteous or unsafe manner, and from using obscene or profane language at all times. This applies to whether you are on or off duty.
16. Guards will set a proper example and obey all pool rules.
17. Guards will remain in the chair at all times until relieved. Guards will not guard from the deck or benches.
18. Guards will care for all equipment and store properly.
19. Adult swim is not a Guard swim.
20. Guards may be asked to teach swim lessons as part of morning duties.
21. It is the Manager's responsibility to call adult swims and to decide how many guards will be on duty.
22. Guards on duty for less than four hours are not entitled to a break. Guards on duty from four to six hours inclusive are entitled to a 15-minute break. Guards on duty over six hours to eight hours inclusive are entitled to two 15-minute breaks. For every two hours over eight hours on duty, 15 minutes will be added for break. Guards must take a half hour unpaid meal for 8 hours or more on inclusive duty.
23. Perform other work-related duties as assigned.

TO DO THIS KIND OF WORK, YOU MUST BE ABLE TO:

1. Meet and work with the following demands; conditions; skills; fundamental basics and relationships to data, people and techniques; and education, vocational preparation and/or experience requirements.

PHYSICAL DEMANDS:

1. Frequent lifting, carrying of supplies and pool equipment, and dumping of trash containers into larger containers (up to 50 lbs. maximum).
2. Capable of supporting, rescuing, assisting adults and children in water.
3. Walking and standing for long durations, climbing, balancing, stooping, kneeling, crouching, crawling, talking, hearing, and seeing throughout the work day.
4. Safely operate and perform routine maintenance of lawn mowers and other grounds and pool equipment.

ENVIRONMENTAL CONDITIONS:

Over 80% of work will be outside.

LANGUAGE SKILLS:

Must have developed language skills to the point to be able to communicate well, read instructions, rules, etc.; be capable to look up unfamiliar words in dictionary for meaning, spelling and pronunciation; signal people to convey or exchange information.

FUNDAMENTAL BASICS AND RELATIONSHIPS TO DATA, PEOPLE AND TECHNIQUES:

Data: Must be able to carry out prescribed action in relation to job orders, policies and procedures; keep accurate time and records; and be accountable and responsible for own work.

People: Must be able to work alone and with co-workers, develop good working relationships with fellow employees of other departments, deal with the public in a respectable and courteous manner, and work in a safe and cooperative manner so as to protect him or herself, people working with him or her, and also the general public.

Techniques: Good judgment required in selecting and using appropriate hand tools, objects, materials, stands and lifting techniques, and general work practices.

TOTAL EDUCATION, VOCATIONAL PREPARATION AND/OR EXPERIENCE REQUIREMENTS:

1. If applicant does not possess a minimum high school G.E.D. or equivalent academic and/or vocational certification, then applicant must be enrolled in such a program.
2. Must be 15 year of age or older.
3. Must have Life Guard Certificate.
4. Must have CPR Certificate.

5. Must have First Aid Certificate.

ADDITIONAL EMPLOYMENT CRITERIA:

If there are any questions of ability or future certification programs applicable to this position, the employee may be required to pass a written, oral and/or practical examination. Failure to comply with above-mentioned qualifications may result in the employee's termination.

The duties and responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of work-related duties and responsibilities does not preclude them.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The individual employed by the Borough of Kutztown for this position is an "employee at will" and can be terminated from employment from the Borough at any time.