

CITY OF COLUMBIA FALLS

POSITION DESCRIPTION

APRIL 2002

POSITION: Lifeguard

DEPARTMENT: Parks/Pool

ACCOUNTABLE TO: Pool Manager

SUMMARY OF WORK: Non-exempt seasonal position which under general supervision performs lifeguard duties to insure the safety of the facility patrons by preventing and responding to emergencies. Work varies little following established guidelines.

NATURE OF WORK: This position performs lifeguard duties. Requires work outdoors in sun, heat, rain and dealing mainly with young people. Must be people oriented. Must be able to work flexible schedule. Position must be decisive in emergency situations as life may be in danger.

PERSONAL CONTACTS: Daily contact with pool patrons and pool employees.

SUPERVISION EXERCISED: None.

ESSENTIAL JOB FUNCTIONS: Position requires ability to: communicate orally, in writing, and also through hand/equipment signals; teach; perform all lifeguard duties including swimming, rescue, tow, assisting patrons in the water. Must be certified as: Lifeguard with certification in CPR and First Aid. **Physical Requirements:** Visually inspect pool; hear distress calls; ability to stand for up to two hours, walk or sit; ability to lift/carry up to 35 pounds (greater with assistance); ability to bend/stoop, twist, squat, kneel and climb; and ability to reach at, above, or below shoulder level. Hazards of position may include exposure to hazardous chemicals, body fluids, hot sun, dry skin, and heat related problems

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

- Provides and maintains a safe environment for patrons.
- Observes, prevents accidents, and minimizes or eliminates hazardous situations.
- Recognizes and responds effectively to emergency situations.
- Administers emergency first aid if needed.
- Enforces facility rules and regulations.
- Assists with swimming lesson classes.

Lifeguard
Adopted by Council July 17, 2000
Updated for 2002 Season

- Cleans facility as assigned.
- Teaches swimming classes if needed.
- Completes records and reports.
- Participates in training.
- Inspects the aquatic facility and reports unsafe conditions and equipment.
- Keeps physical fitness level strong.
- Performs other duties as required.

JOB REQUIREMENTS:

Knowledge: This position requires an understanding of facility policies and procedures; pool safety; CPR and first aid. Thorough knowledge and application of lifeguarding, surveillance, and rescue techniques.

Skills: This position requires skills in swimming, rescue, CPR and first aid.

Abilities: This position requires the ability to: work well with children; deal effectively with difficult people; know and follow safety procedures; be aware of and remove hazards; be decisive; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public. Leadership qualities and public relations skills.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- High School classes.
- Must possess Red Cross certification for CPR, First Aid, and Lifeguard Training – or the ability to obtain before the season starts.
- Experience as a lifeguard preferred.
- Must be 15 years of age.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Competently provides for a safe and enjoyable swimming experience for patrons.
- Competently enforces facility rules and regulations.
- Acts decisively and capably in emergency situations.
- Watches for and removes hazards.
- Maintains clean pool, deck, and locker room areas.
- Competently completes records and reports.

CITY OF COLUMBIA FALLS

POSITION DESCRIPTION

APRIL 2002

POSITION: Swimming Instructor – Water Safety Instructor

DEPARTMENT: Parks/Pool

ACCOUNTABLE TO: Pool Manager

SUMMARY OF WORK: Non-exempt seasonal position which under general supervision performs water safety and swimming instruction to patrons. Work varies following established guidelines.

NATURE OF WORK: Position performs swimming instruction duties. Requires work outdoors in sun, heat, rain and dealing mainly with young people. Must be able to work flexible schedule. Position must be decisive in emergency situations as life may be in danger.

PERSONAL CONTACTS: Daily contact with pool patrons and pool employees.

SUPERVISION EXERCISED: None.

ESSENTIAL JOB FUNCTIONS: Position requires ability to: communicate orally and in writing; teach; perform all swimming skills. Must be certified as: Water Safety Instructor with CPR, and First Aid certifications. **Physical Requirements:** Visually inspect pool; hear distress calls; ability to stand up to two hours, walk or sit; ability to lift/carry up to 35 pounds (greater with assistance); ability to bend/stoop, twist, squat, kneel and climb; and ability to reach at, above, or below shoulder level. Hazards of position may include exposure to hazardous chemicals, body fluids, hot sun, dry skin, and heat related problems

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

- ◆ Instructs swim lessons to all ages, beginners through competitive and adaptive.
- ◆ Prepares lesson plans.
- ◆ Completes swimming lesson certificates of students progress.
- ◆ Completes American Red Cross forms.
- ◆ Administers emergency first aid if needed.
- ◆ Abides by department policies and procedures.
- ◆ Completes records and reports.
- ◆ Participates in training.

- ◆ Reports unsafe conditions and equipment.
- ◆ Assists with lesson registrations.
- ◆ Checks facility as assigned.
- ◆ Maintain physical condition & teaching skills.
- ◆ Complete other assigned paperwork/reporting.
- ◆ Performs other duties as required.

JOB REQUIREMENTS:

Knowledge: This position requires a knowledge of swimming instruction; pool policies and rules; pool safety; CPR and first aid.

Skills: This position requires skills in swimming, CPR and first aid.

Abilities: This position requires the ability to: teach; work well with children; deal effectively with difficult people; know and follow safety procedures; be aware of and remove hazards; be decisive; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- ◆ High School classes.
- Must possess Red Cross certification for CPR, First Aid, and Water Safety Instructor.
- Experience as swimming instructor preferred.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Capably provides swim instruction for all ages and levels of instruction.
- Competently provides for a safe and enjoyable swimming experience for patrons.
- Competently enforces pool and deck safety and policy rules.
- Acts decisively and capably in emergency situations.
- Watches for and removes hazards:
- Maintains clean pool, deck, and locker room areas.

CITY OF COLUMBIA FALLS

POSITION DESCRIPTION

APRIL 2002

POSITION: Pool Cashier

DEPARTMENT: Parks/Pool

ACCOUNTABLE TO: Pool Manager

SUMMARY OF WORK: Non-exempt seasonal position which under general supervision serves as cashier to collect daily pool fees. Performs other duties related to pool and pool area safety, cleaning, and supervision. Work varies little within established guidelines.

NATURE OF WORK: This position performs technical duties of operating a cash register; requires accuracy. Duties require some work outdoors in sun and heat and position deals with patrons of all ages; must be able to handle difficult patrons. Must be able to work a flexible schedule. Position must be decisive in emergency situations as life may be in danger.

PERSONAL CONTACTS: Daily contact with pool patrons and pool staff.

SUPERVISION EXERCISED: None.

ESSENTIAL JOB FUNCTIONS: Position requires ability to: operate electronic cash register; communicate orally and in writing; calculate. **Physical Requirements:** Visually inspect pool; hear distress calls; ability to stand for up to two hours, walk or sit; ability to lift/carry up to 35 pounds (greater with assistance); ability to bend/stoop, twist, squat, kneel and climb; and ability to reach at, above, or below shoulder level. Potential exposure to chemicals, body fluids, and slippery floors.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

- ◆ Collects swimming pool daily fees; uses cash register and reports collections to Pool Manager.
- ◆ Enforces facility rules and regulations.
- ◆ Supervises activities at the front desk.
- ◆ Supervises swimming lesson registrations; assists with swimming lessons as needed.
- ◆ May serve as lifeguard if qualified.
- ◆ Administers basic first aid.
- ◆ Cleans facility as assigned.
- ◆ Minimizes or eliminates hazardous conditions to prevent accidents.

Pool Cashier
Adopted by Council July 17, 2000
Updated for 2002 Season

- ◆ Completes records and reports.
- ◆ Reports unsafe conditions and equipment.
- ◆ Answers telephone.
- ◆ Turns daily revenues into Police Department for safe keeping.
- ◆ Performs other duties as required.

JOB REQUIREMENTS:

Knowledge: This position requires a knowledge of operating cash registers, and calculating.

Skills: This position requires skills in accurately collecting and reporting fees.

Abilities: This position requires the ability to: work well with children; deal effectively with difficult people; know and follow safety procedures; be aware of and remove hazards; be decisive; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- ◆ High School classes.
- ◆ Experience operating a cash register preferred.
- ◆ Must be bondable if required.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- ◆ Accurately calculates and operates cash register to collect daily swimming pool fees & concessions.
- ◆ Accurately reports collections to Pool Manager.
- ◆ Enforces facility rules and regulations.
- ◆ Supervises activities at front desk.
- ◆ Effectively cleans pool facility and grounds.
- ◆ Minimizes or eliminates hazardous conditions to prevent accidents.
- ◆ Maintains accurate and timely records.