

# San Diego Country Estates Association

## Job Description

<u>Lifeguard</u>	<u>2/01/14</u>	<input type="checkbox"/> Exempt	
Position Title	Date	<input checked="" type="checkbox"/> Non Exempt	
<u>Recreation Manager</u>	<u>Recreation</u>	<u>Human Resources</u>	
Reports To (Title "Reports to")	Department	Prepared by (if different than "Reports to")	
<u>HR Review</u>	<u>Date</u>	<u>Employee Review</u>	<u>Date</u>

### 1. PRIMARY PURPOSE:

To monitor and protect the safety and well being of all patrons using the aquatic facilities, by ensuring that all SDCEA rules, policies, and procedures are followed.

### 2. ESSENTIAL RESPONSIBILITIES AND RESULTS:

- Guard and maintain constant surveillance of patrons at the facility in order to prevent accidents. (Daily)
- Caution patrons regarding unsafe areas and activities. (Daily)
- Act immediately and appropriately to ensure safety in the event of an emergency. (As needed)
- Provide emergency care and treatment as required until the arrival of EMS. (As needed)
- Arrive on deck ready to work, on time, dressed in uniform, and in possession of all necessary equipment. (Daily)
- Record chemical readings, water temp, patron statistics, etc. (Daily)
- Complete accident/incident reports. (As needed)
- Inspect pool facility for safety hazards and cleanliness. (Daily)
- Clean poolside table tops, clean, straighten and move pool furniture. (Daily)
- Attend all in-service staff/safety meetings.(Bi-Weekly)
- Perform miscellaneous duties in support of recreation programs as assigned by supervisor. (As needed)

### 3. AMOUNT OF SUPERVISION RECEIVED:

This position receives frequent supervision and direction from Lead Guard, Aquatic Coordinator, and Recreation Manager.

### 4. INTERACTION WITH OTHERS

This position interacts with homeowners, guests, aquatic staff, Aquatic Coordinator, and Recreation Manager on a daily basis.

### 5. SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities.

**6. PHYSICAL DEMANDS:**

This position requires frequent standing, walking, talking, hearing, use of hands and fingers, and the ability to swim. The position requires occasional climbing, balancing, stooping, kneeling, crouching, bending, twisting, pushing, pulling, and reaching above and below shoulder level with hands and arms. Incumbent must be able to swim for extended periods of time, work occasionally long days and unusual hours, perform aquatic rescue and life-saving procedures. Incumbent must be able to occasionally lift and carry up to 150 pounds. This position also requires good close, distance, and peripheral vision, depth perception and ability to adjust focus.

**7. WORK ENVIRONMENT:**

This position requires incumbent to work primarily outdoors at the swimming pool usually in summer heat conditions. Position is exposed to varying weather conditions, including frequent direct sun exposure and damp, windy, cold, or hot (100+F) conditions. This position occasionally requires long days and unusual hours. During the course of a rescue or first aid tasks, incumbent may be exposed to pool water, pool chemicals, fumes, cleaning solvents, and disinfectants. A moderate to loud noise level is typical for the work environment.

**8. USE OF DISCRETION AND INDEPENDENT JUDGMENT:**

The incumbent must be able to recognize, react, and respond safely, calmly, and effectively to emergency situations.

**9. EFFECT OF POSITION ON ORGANIZATION OR ON ORGANIZATION'S CUSTOMERS/CLIENTS**

This position represents the company on a daily basis and must portray a professional appearance and demeanor.

**10. QUALIFICATIONS REQUIRED:**

- Education: No special education required
- Experience: A minimum 1 year water sports preferred.
- Communication Skills: Good oral and written skills and excellent public relations skills are required.
- Mathematical skills: No special mathematical skills required.
- Computer skills: No special computer skills required.
- Reasoning ability and other skills: Requires good organizational skills and customer service skills.
- Certificates, licenses required: Requires current Lifeguard & First Aid Training, CPR for the Professional Rescuer, and AED.

Distribution Upon Completion  
Original: Human Resources  
Copy: Manager  
Copy: Employee