

CITY OF MALTA
POSITION DESCRIPTION

LIFEGUARD

SUMMARY OF WORK

Ensures the safety of patrons using the pool and sees that rules are followed.

JOB CHARACTERISTICS

Nature of Work: This position performs duties requiring physical stamina and agility. Position works outdoors most of the time and may spend hours in the water during lessons. Hazards of the position include dealing with sun, slippery floors, extreme temperatures, and chemicals requiring adherence to safety practices. Position works varied hours including early morning, evenings and weekends.

Personal Contacts: Daily contact with pool patrons; contact often with small children.

Supervision Received: Daily instructions from the Pool Manager and also, the Public Works Director and Mayor.

Essential Functions: Position requires ability to perform all lifeguard duties including swimming, teaching swimming, rescue and **enforcing pool and water safety rules**; visually inspect premises; hear distress calls; perform limited medical procedures; climb ladder to chair; communicate orally; maintain cleanliness of pool and guard area.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

- Ensures safe and enjoyable experience for patrons.
- Provides for safe, consistent supervision of patrons who are swimming.
- Knows schedule and reports promptly for shift.
- If qualified, must help with swim lessons.
- Controls behavior inconsistent with safety.
- Uses preventative lifeguard techniques to prevent accidents by enforcing pool rules.
- Disciplines unruly children and documents incident(s).
- Keeps deck area free from hazards.
- No items allowed in pool that may be a danger to others or an annoyance to others.
- No friends or relatives on deck or in office when working.**
- Under **NO** circumstances may a lifeguard leave the pool for refreshments, snacks or meals while on duty!
- Is aware of lightning and keeps children out of water until danger passes.
- Responds to emergencies. Clears pool area; follows proper steps and procedures as instructed and posted.
- Prepares incident and accident reports.
- Files accident reports with city office; notifies pool manager and child's parent.
- Clears pool quickly and safely in emergency situations.
- Is recognized as lifeguard wearing designated uniform at all times **WHILE** on duty.
- NO** two piece swim suits are allowed for females except for approved "lifeguard two piece swimsuits".
- Males must wear swim trunks with 6" to 8" inseam. Discretion is the rule.
- Attends staff meetings.
- Participates in all in-service training sessions.
- Does general cleaning and maintenance of pool area, deck area, office and locker rooms.
- Checks for chlorine and ph levels and maintains records.
- Performs other related duties as required.

JOB REQUIREMENTS

Knowledge: This position requires knowledge of swimming, water safety principles, and first aid.

Skills: This position requires skills in swimming and teaching swimming (where applicable); skills in rescue.

Abilities: This position requires the ability to: be attentive to pool hazards; work varied hours; **follow and enforce safety procedures**; deal promptly and effectively with emergencies; work well with children; work in the sun and water; communicate effectively orally; 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:

Must know how to swim; must know proper swim strokes and techniques.

Must take and pass Lifeguarding Today and First Aid courses.

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:

- Performs assigned duties
- Ensures safe and enjoyable pool experience for patrons
- Provides for safe, consistent supervision of patrons who are swimming
- Know schedules and provides information on lessons
- Uses preventative lifeguard techniques to prevent accidents by enforcing pool rules
- Keeps deck area free from hazards
- Is aware of lightning and keeps children out of water until danger passes
- Controls behavior inconsistent with safety
- Promptly and capably responds to emergencies
- Follows proper steps and procedures as instructed and posted
- Competently prepares incident and accident reports
- Clears pool quickly and safely in emergency situations
- Keeps pool area clean
- Checks for chlorine and ph levels and maintains records
- Knows and enforces pool rules**
- Maintains accurate and timely records
- Deals tactfully and courteously with the public**
- Demonstrates punctuality
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public
- NO bikinis** during swimming lessons
- NO Cell Phones** – not even in the office
- Minimum of two lifeguards by the pool during pool check
 - 10 minutes – Pool – two lifeguards
 - 10 minutes – Office or in pool – two lifeguards

APPLICATION FOR LIFE GUARD

2024 SEASON
CITY OF MALTA
PO BOX 1300
MALTA, MT. 59538

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

This application will be given complete consideration, but its receipt does not imply that the applicant will be employed.

Date Available _____ Able to work until _____

Lifeguard certified _____ CPR certified _____

WSI certified _____

Are you a Veteran of Military Service _____

PERSONAL DATA

Name: _____

Mailing Address: _____

Phone _____

At least 15 years of age _____

EDUCATION

Highest grade completed _____

Name & address of High School _____

Other school or training, which may help you in this job

EMPLOYMENT HISTORY

Company Name _____

Address _____

Immediate Supervisor _____

Job Description _____

Dates of employment _____

Reason for leaving _____

Company Name _____

Address _____

Immediate Supervisor _____

Job Description _____

Dates of employment _____

Reason for leaving _____

REFERENCES

Name, Address & Phone Number (preferably persons who know about your work/training)

- 1) _____
- 2) _____
- 3) _____

ADDITIONAL INFORMATION

OTHER JOB RELATED EXPERIENCE: (Please list any experiences, volunteer work or other activities that might aid you in performing the job(s) for which you have applied.)

Application **must** be signed or it will be rejected.

Job description is available at time of application. I understand that, if employed by the City of Malta, I will be required to provide proof of my identity and the legal right to work in the United States within 3 days of the date employment begins, to verify my employability in compliance with Federal Law.

If offered employment with the City of Malta, I understand that I must comply with all of the City's policies, rules and procedures.

I understand that employment with the City of Malta will be determined upon successfully passing American Red Cross Lifeguard and First Aid courses.

Signature: _____ Date: _____

Guardian (if under 18)

Signature: _____ Date: _____