

City of Mission Job Description

Job Title: **Lifeguard/Assistant Swim Coach**

Classification: **Non-Exempt**

Department: Aquatics



Division:

Supervisor: Aquatics Manager

Effective: 01/24/2024

I. JOB SUMMARY:

Requires a working knowledge of lifeguarding procedures. Must have flexible hours to be able to work on weekends and afternoons as assigned. Other responsibilities include teaching swimming lessons, enforcing safety policies, and maintaining pool facilities. Individual has no supervisory responsibilities. Instruct children on the correct way to swim, teach fundamentals such as freestyle, Fly, to children of all ages. Individual is responsible for assisting with organizing swimming meets and out of town events with local Parks and Recreation Department, coaches, and organizations within the community. Individual will be assigned other duties as needed by the department head/supervisor.

II. EDUCATION REQUIREMENTS:

- Individual must be a minimum of 17 years of age.
- Requires two (2) years' experience in the capacity of lifeguard.
- Must have excellent swimming skills.
- Must be able to speak the English and Spanish language.
- Lifeguard Certificate.

III. EMPLOYMENT REQUIREMENTS:

- Applicant must take and pass a drug, physical, and pre-placement screening administered by the City of Mission doctor at the City's expense.
- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.

IV. SKILL AND ABILITY REQUIREMENTS:

- Ability to use hand tool or machines needed for the work.
- Ability to accept accountability for the accuracy of one's work.
- Ability to deal with and relate to all kinds of people personalities.
- Ability to think clearly and react quickly in emergencies.
- Ability to make decision based on laws and regulations.
- Ability to plan and direct programs and activities of others.
- Ability to identify problems and make decisions based on one's experience and judgment as well as on established facts like budgets and law requirements.
- Ability to accept responsibilities.
- Ability to lift and carry up to 50 lbs.
- Ability to read and interpret documents such as safety rules and city policy procedures.

Page 2 – Lifeguard/Assistant Swim Coach

V. EQUIPMENT/MATERIALS: General office and safety equipment/materials to include but not limited to the following:

- | | | |
|-------------------------------|--------------------|--------------|
| • Rescue tube | - Whistles | - CPR mask |
| • Shepard hook | - Gloves | - Goggles |
| • Pens, pencils, highlighters | - Clip board | - Telephone |
| • Personnel Policy Manual | - Lane Line | - Kickboards |
| • Starting Blocks | - Small hand tools | |

VI. ESSENTIAL JOB FUNCTIONS:

- Teach swimming lessons daily to children of all ages.
- Lifeguard public swimming sessions.
- Clean and sanitize bathrooms and pool facilities daily.
- Maintain good public relations through aquatic services and facilities.
- Prevent accidents in the water and on the decks.
- Market Learn to Swim Program.
- Rescue and emergency care of accident victims.
- Know all rules and regulations as defined in pool operations.
- Courteous and diligent enforcement of all rules and regulations.
- Scrutinize interior of pool and exterior pool area for potential hazards and initiate removal of such hazards.
- Assist in clean-up and maintenance of pool area.
- Attend all scheduled in-service training.
- Collect pool admission fees and supervise wading pools when not collecting fees.
- Perform other appropriate duties as required.

VII. NON-ESSENTIAL JOB FUNCTIONS:

- Assist in training new personnel in City swimming pool policies and procedures.
- Assist in coordinating joint facility use by the City of Mission and organizations involving aquatic facilities.
- Assist in planning, developing, and coordinating special swim events and special City events coordinated by other City Departments

Page 3 – Lifeguard/Assistant Swim Coach

VIII. WORK ENVIRONMENT:

Exposure to the following environmental conditions are required for this job.

		Amount of Time		
		Under	1/3 To	Over
	None	1/3	2/3	2/3
Vet humid conditions (non-weather)				X
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions				X
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Extreme Noise	X			
Vibration	X			

IX. MANUAL DEXTERITY:

Both gross and fine hand manipulation tasks are required in the performance of work assignments. Gross hand manipulation is required to grip buckets, chairs, and soft drink packages. Fine finger dexterity is primary utilized with the dominant hand to document accident reports, attendance, and chemical usage.

Page 4 – Lifeguard/Assistant Swim Coach

X. PHYSICAL DEMAND ANALYSIS:

MATERIAL HANDLING ACTIVITIES

Task	Weights	Frequency	Performance
LIFTING	Up to 5 lbs	O	Set up folding chair for patrons. Floor to knuckle level.
	6-10 lbs	O	Box of drinks for concession stand in 12 or 24 units.
			Floor to shoulder level.
	11-20 lbs	O	
	21-25 lbs	O	Move a picnic table
	26-50 lbs	O	Bucket with chemicals. Floor to knuckle level.
	51-75 lbs	O	
	76-100 lbs	O	move a bleacher
	Over 100 lbs	N/A	
CARRYING	Up to 5 lbs	O	Set up folding chair for patrons. Floor to knuckle up to 30'
	6-10 lbs	O	Box of drinks for concession stand in 12 or 24 units.
			Floor to shoulder level up to 50'
	11-20 lbs	O	
	21-25 lbs	O	
	26-50 lbs	O	Bucket with chemicals for pool maintenance.
			Floor to knuckle level up to 50' .
	51-75 lbs	O	
	76-100 lbs	N/A	
	Over 100 lbs	N/A	
PUSH/PULLING	Up to 5 lbs	O	Pushing a broom to sweep recreation areas.
	6-10 lbs	O	Aquatic Supplies
	11-20 lbs	O	Pool Vacuum
	21-25 lbs	O	
	26-50 lbs	O	Push a bleacher
	51-75 lbs	O	Push a gallon drum over hard even concrete floor
			to transport from storage area to feeding area up to 20'
	76-100 lbs	N/A	
	Over 100 lbs	N/A	
N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%			

NON-MATERIAL HANDLING ACTIVITIES

Task	Frequency	Performance
CLIMBING	N/A	
STOOPING (bending at waist)	O	Clean shelves, checking water make-up in pool.
KNEELING (one or both knees)	O	
CROUCHING (bending at hips/knees)	O	
CRAWLING	N/A	
REACHING	F	Cleaning supplies, partial to full arm extension.
TWISTING/TURNING (rotation)	F	Checking make up of water in the pool.
HANDLING (manipulated objects)	F	Checking make up of water in the pool.
STANDING	F	Observe lifeguards, answer the phone
WALKING	F	Observe lifeguards, answer the phone
SITTING	O	Sitting on a stool monitoring pool and lifeguards.
FINGERING (finger dexterity)	O	Hand write accident reports, attendance and chemical usage.
GRASPING (w hole hand activities)	F	Tools, books, crates, files in office performing essential functions.
N-Never O-Occasional 1-33% F-Frequent 34-66% C-Constant 67-100%		

I, _____ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

Signature

Date