



Administration
Carlton Pool Employment
191 E. Main Street
Carlton, OR 97111
Phone: (503) 852-7575
www.ci.carlton.or.us

Lifeguard Job Description

GENERAL PURPOSE: To observe and supervise the activities of patrons in the City of Carlton's outdoor swimming pool and surrounding area; protect life, prevent accidents, and enforce pool regulations; to respond and rescue swimmers in emergency situations and provide emergency medical assistance; assist in maintenance of facilities and equipment; and to perform a variety of tasks relative to the assigned area of responsibility.

SUPERVISION RECEIVED: Works under the general supervision of the Pool Manager and/or Head Guards.

SUPERVISION EXERCISED: Supervision of other employees is not a responsibility of this position.

ESSENTIAL FUNCTIONS:

Primary

- Prevent accidents and minimize or eliminate hazardous conditions
- Respond quickly to any emergency situations
- Administer first aid/CPR when necessary
- Enforce all rules and regulations set by management
- Provide a friendly environment for patrons, interacting with and greeting every customer

Secondary

- Present oneself in a professional manner at all times
- Attend all staff trainings and meetings
- Perform expected job duties (lifeguarding, swim instructor, daily cleaning, etc)
- Participate in daily facility cleaning and maintenance; cleaning pool deck, locker rooms, and bathrooms
- Perform other tasks as assigned by management

MINIMUM QUALIFICATIONS:

Experience: Must be fifteen (15) years of age or older with sufficient ability to communicate well with patrons of all ages.

Required Certifications:

- American Red Cross Lifeguard
- First Aid
- CPR
- AED

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of approved swimming, lifesaving and first-aid techniques. Swimming pool hazards and safety precautions. Rules and regulations pertaining to pool use.

Considerable skill in communicating effectively with diverse populations. Using recreational equipment for assigned program areas.

Ability to establish and maintain effective working relationships with those contacted in the course of work, including children. Work in a team-based environment to achieve common goals. Exercise tact and maintain poise in resolving disputes and differences arising with the public and employees. Communicate clearly and effectively; both verbally and in writing.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will be working in outside weather conditions. The employee will be exposed to the wet and/or humid conditions. The employee will be exposed to direct sunlight. The noise level in the work environment is moderately loud. Pool chemicals are to be administered as necessary and are stored on-site.

OTHER

The duties listed within this job description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical to an assignment to the position.

The job 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 position change.

The City of Carlton is an Equal Opportunity Provider

The City of Carlton employment decisions without regard to race, color, gender, national origin, religion, marital status, age, prior industrial injury, mental or physical disabilities unrelated to job performance, or veterans. The City of Carlton is a Drug-Free Workplace and complies with the Oregon Smoke-Free Workplace law. Candidates who are provided a conditional offer of employment may be subject to a criminal history records check. Those candidates who will be in a safety sensitive position will be subject to a pre-employment drug test. Those candidates who will be required to hold a driver's license will be subject to a pre-employment DMV records check to ensure a safe driving record.