

**POSITION DESCRIPTION
COUNTY OF LAGRANGE, INDIANA**

POSITION: Lifeguard
DEPARTMENT: Parks and Recreation
WORK SCHEDULE: As scheduled
JOB CATEGORY: POLE (Protective Occupations, Law Enforcement)

DATE WRITTEN: January 2009
DATE REVISED: June 2014

STATUS: Seasonal
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. LaGrange County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Lifeguard for the LaGrange County Parks and Recreation department, responsible for ensuring safety of swimming patrons, enforcing rules and regulations, performing rescues, and completing maintenance duties.

DUTIES:

Oversees and ensures safety of swimming patrons, including preventing accidents, minimizing and eliminating hazardous situations, and providing emergency first aid as needed.

Ensures maximum efficiency of lifesaving services, including inspecting/testing lifesaving devices and equipment on a daily basis, periodically conducting drills, and providing information regarding equipment to other lifeguards and aquatic staff as appropriate.

Maintains control of swim and beach area and continually observes swimmers, ensuring compliance with applicable rules, providing explanation and swimming instruction, disciplining unruly patrons and/or notifying appropriate officials of serious violations.

Maintains beach, swimming, and platform areas, keeping areas free from litter and unsafe objects. Reports existing or potential physical hazards and unsafe conditions to Director.

Attends in-service/re-certification training programs as required.

May provide testimony in legal proceedings/court as requested.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

Must be at least 16 years of age with proof of school enrollment.

Ability to meet all Department hiring requirements, including passage of a medical exam and a drug test. Ability to successfully complete aquatic skills test and written exams. Possession of current American Red Cross Lifeguard certification, American Red Cross Standard First Aid and Adult CPR certifications, and AED.

Working knowledge of and ability to make practical application of County personnel policies and County and OSHA safety and health policies and procedures, including First Aid, CPR, and bloodborne pathogens control.

Working knowledge of and ability to make practical application of proper lifesaving techniques and equipment and universal health and safety precautions.

Ability to follow written first aid procedures and other safety guidelines properly and use sound judgment so as not to further endanger others or self.

Ability to be alert at all times and respond swiftly, rationally and decisively to emergencies.

Ability to teach and motivate individuals of varying ages about water safety and swimming.

Ability to operate Department equipment, including telephone, calculator and golf cart.

Ability to physically perform essential duties of the position, including sitting for long periods, swimming and rescue work, lifting/carrying other persons and equipment, climbing lookout ladder, acute close/far vision and hearing, and maintaining constant alertness.

Ability to effectively and tactfully communicate with co-workers, swimming patrons, Sheriff's Department, rescue units, and the public including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with difficult persons.

Ability to work with others in a team environment, often amidst frequent distractions and interruptions, at a rapid pace, and on several tasks at the same time.

Ability to understand, memorize, retain, and carry out oral or written instructions.

Ability to count/make simple arithmetic additions/subtractions, conduct surveys, and compile, collate and classify data.

Ability to apply knowledge of people and locations.

Ability to provide testimony in legal proceedings/court as requested

Ability to regularly work evenings and weekends.

II. RESPONSIBILITY:

Incumbent performs duties according to established Department policies and procedures with priorities primarily determined by supervisor and service needs of the public. Assignments are set jointly by incumbent and supervisor with some degree of flexibility in the job. Incumbent exercises independent judgment in disciplining individuals in the swimming area and in responding to emergencies. On rare occasions, decisions are made in the absence of specific policies and procedures, and/or guidance from supervisor. Work errors are primarily detected or prevented through supervisory review. Errors in decision could result in loss of life or injury to self or others.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, Sheriff's Department, Rescue Units, swimming patrons, and the public for purposes of exchanging information, enforcing rules, and responding to emergencies.

Incumbent reports directly to Park Director.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties outdoors in a swimming area and is subject to daily sun exposure, extreme temperatures, and communicable diseases, for which universal health and safety precautions must be exercised at all times to protect self and others. Regular duties involve sitting/walking at will, standing/walking for long periods, swimming and rescue work, lifting/carrying persons and equipment, climbing lookout ladder, acute close/far vision and hearing, maintaining constant alertness, speaking clearly, and handling/grasping objects. No prolonged extreme physical demands are associated with normal duties, but physical exertion may be intense for short durations during emergency situations. Incumbent maintains considerable contact with the public and may be exposed to hostile/unruly/intoxicated persons.

Incumbent regularly works weekends and evenings. Incumbent responds swiftly, rationally and decisively to emergencies.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Lifeguard for the Parks Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name