



**DEPARTMENT:** Community Services/Parks and Recreation

**NATURE OF WORK:**

Ensures the safety of pool patrons and assists with aquatic programs and pool operation. Work is performed under the general supervision of an Aquatics Coordinator.

**ESSENTIAL FUNCTIONS OF THE JOB:**

Safeguards and regulates conduct of pool patrons; enforces pool policies, rules, and regulations.

Effects rescues and performs appropriate follow-up procedures, including the proper use of equipment in the performance of first aid.

Tests water quality in pool and maintains appropriate records.

Assists in the proper maintenance and sanitary operation of the pool, pool area, and locker rooms.

Participates in the preparation of daily records.

Provides written reports on all accidents.

Maintains proper updated safety requirements.

Attends in-service training and any additional staff training and meetings.

Conducts swimming tests with children to allow them to swim unattended.

Provides customer service to patrons, including handling customer conflict and complaints, as necessary.

Performs work safely in accordance with departmental safety procedures and the County Safety Program.

Operates equipment safely and reports any unsafe work condition or practice to supervisor.

Performs related work as required.

**JOB LOCATION AND EQUIPMENT OPERATED:**

Duties are performed at the James City/Williamsburg Community Center indoor pool, or the Upper County Park outdoor pool, and the Chickahominy Riverfront Park outdoor pools.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of water rescue methods.

Knowledge of lifeguarding and first-aid practices and techniques.

Knowledge of swimming pool safety.

Ability to deal courteously but firmly with pool patrons.

Ability and skill in carrying out water rescues.

**MINIMUM QUALIFICATIONS:**

Must possess a valid American Red Cross Lifeguarding Certificate and American Red Cross First Aid certificate.

Must be certified in American Red Cross Cardio Pulmonary Resuscitation (CPR) for the Professional Rescuer.

**ADDITIONAL PREFERRED QUALIFICATIONS:**

Experience lifeguarding.

Date: June 2004  
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# IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

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Position Title Lifeguard  
Department Community Services

Position Number 361  
Division Parks and Recreation

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

**I. *Mental Abilities:*** General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- “ Not essential to job function

**II. *Verbal Abilities:*** Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

## **1. Speaking/Talking:**

- Answering telephone, radio, or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- “ Communicating with others\_\_\_\_\_
- \_\_\_\_\_
- “ Not essential to job function

## **2. Hearing/Listening:**

- For communication with County officials, public, vendors, supervisors and/or other employees
- “ Not essential to job function

## **3. Reading: (ability to read and understand text)**

- Essential to job function
- “ Not essential to job function

**III. Numerical:** Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

**IV. Spatial Abilities:** Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- “ Essential function
- Not essential function

**V. Motor Coordination:** Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

**1. Manual Dexterity:** Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- |                      |  |
|----------------------|--|
| “ Use telephone      | “ Manipulate computer keyboard and mouse   |
| “ Use switchboard    | “ Use postage machine  |
| “ Use radio/console  | “ Use hand tools   |
| “ Use a calculator   | “ Use power tools  |
| “ Use a copy machine | • Other: <u>use/manipulate rescue equipment; chemicals; mechanical filtration system</u> |
| • Use a fax machine  | “ Not essential to job function  |

**2. Finger Dexterity:** Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- “ Not essential to job function

Explain: Chemical testing/add chemicals required digital dexterity

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## VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (**U**) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5!	5-10	10-15	15-25	25-50	50%	Occasionally	Frequently	Continuously
<b>Lift</b>						<b>U</b>		<b>U</b>	
<b>Push/Pull</b>						<b>U</b>		<b>U</b>	
<b>Hold/Carry</b>						<b>U</b>		<b>U</b>	

Manipulation done from: **:** ground to waist **"** waist level **"** waist to shoulder **"** above shoulder  
(Check all that apply)

Not essential to job function: **"** Lift **"** Push/Pull **"** Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

### Ladders

- :** Step stool
- :** 8' to 10' step ladder
- "** Extension ladder
- "** Other \_\_\_\_\_
- "** Not essential to job function

### Stairways

- :** 1 flight
- "** 2 flights
- "** 3 or more flights
- "** Other \_\_\_\_\_
- "** Not essential to job function

### Steps

- "** 1-2
- "** 2-3
- :** 3-4
- "** Other \_\_\_\_\_
- "** Not essential to job function

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (**U**) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9%			
<b>Stand</b>					<b>U</b>			<b>U</b>	
<b>Sit</b>					<b>U</b>			<b>U</b>	
<b>Walk</b>					<b>U</b>			<b>U</b>	
<b>Run</b>									

If walking or running, over what type of terrain? **:** flat **"** rough **"** both

Not essential to job function: **"** Stand **"** Sit **"** Walk **:** Run (Check all that apply)

**4. Stooping, Kneeling, Crouching, and /or Crawling:**

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

**Daily Amounts**

“ 0-5x                           : 5-20x                           “ 20-50x                           “ 50+x  
 “ Other \_\_\_\_\_                           “ Not essential to job function

**5. Reaching, Handling, Fingering, and/or Feeling:**

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

**Daily Amounts**

“ 0-5x                           “ 5-20x                           “ 20-50x                           : 50+x  
 “ Other \_\_\_\_\_                           “ Not essential to job function

**6. Seeing: To perceive or comprehend by the sense of sight.**

- : Essential to job function: These characteristics are necessary (Check all that apply)
  - : Peripheral vision
  - “ Night vision
  - : Focus (distinctness or clarity)
  - : Color perception (discriminate between colors)
  - : Depth perception (determine distance relationship between objects)

**VII. Driving: The ability to transfer or convey in a vehicle.**

<u>Transmission</u>	<u>Standard</u>	<u>Automatic</u>	<u>Multi-Gears</u>
Car	“	:	“
Van	“	“	“
Small Truck	“	“	“
Medium Truck	“	“	“
Large Truck	“	“	“
Truck w/Equipment	“	“	“
Heavy Bus Equipment	“	“	“
Not essential to job function	“	“	“
Other (list) _____			