

CITY OF SYRACUSE
POSITION DESCRIPTION

LIFEGUARD

I. OBJECTIVE

- A. To promote safety of all persons in and around pool area during recreational and fitness swims.
- B. To maintain familiarity with the policies, procedures, and safety regulations as provided.
- C. To continually promote a good working relationship with all pool employees and maintain a good public image for the City of Syracuse.

II. RESPONSIBILITIES

- A. The lifeguard will come on duty 5 minutes before the scheduled shift to relieve the person already on duty. They will come in at a specified early time if they are on the opening shift also.
- B. The lifeguard will wear a staff suit while guarding – guard T-shirt may be worn in the bathhouse area. They should look neat in appearance. Guards must have a whistle in hand while guarding. If guard suit is not worn during duty, guard will receive a verbal warning for first infraction and will not be able to work with subsequent infractions.
- C. The lifeguard will use the lifeguard stand during recreation swims. The only exception will be if the lifeguard feels that he/she can more adequately supervise a particular area by patrolling the deck.
- D. When enforcing the pool rules and regulations, the lifeguard, whenever possible should explain the “why” of the rule. Guard must make sure to enforce all rules with occupants of pool.
- E. The lifeguard is responsible for maintenance of the pool as assigned.
 - 1. Opening and closing procedures
 - 2. Hosing off deck, picking up area when needed, cleaning bathhouse, etc.
- F. The lifeguard will check that all safety equipment is in its proper place and in working order.
- G. In case of an accident, the lifeguard will take appropriate action and record it on an accident report form.
- H. Obtain your own approved substitute if unable to work your shift – report it to the pool manager.

- I. All staff will be required to attend staff training and meetings. Also be able to help set up and clean the pool before the grand opening and willing to clean up after it closes.
- J. You must keep all your certifications current.
- K. Swim a minimum of 1 mile per pay period. (2 weeks)
- L. One rescue and one save are required per pay period. (2 weeks)
- M. All other duties as assigned.
- N. Be prepared to work on busy pool days as follows: (only acceptations will be addressed by the P&R Manager/Pool Supervisor)
 - 1. Germanfest
 - 2. Otoe County Fair Week
 - 3. 4th of July
 - 4. Memorial Day
 - 5. Labor day (If still open)
- O. Complete Daily forms and logs routinely.
 - 1. Fill out pool admissions slips daily. Make sure admission prices and funds collected match each day.
 - 2. Ensure tickets are properly filled out and in full and given to the city office.
 - 3. Fill out time sheets properly. Add up hours and turn into pool manager or P&R manager
 - 4. Fill out logs to monitor pool equipment service, chemical levels, etc.
 - 5. All other duties as assigned.

III. RELATIONSHIP

A. Reports to

- 1. Pool Shift Manager
- 2. Recreation Manager

B. Internal

- 1. Pool Shift Manager
- 2. Recreation Manager
- 3. Fellow lifeguards

C. External

1. City Clerk, Mayor, and Council members
2. Public- should maintain a friendly attitude in all contacts with the public

IV. AUTHORITY AND ACCOUNTABILITY

- A. The Pool Shift Manager has the authority over and accountability for all pool employees.

V. QUALIFICATIONS

- A. Pool Operators License
- B. Lifeguard Training Certification
- C. First Aid Certification
- D. CPR Certification
- E. Sufficient knowledge in overall pool operations and skill to perform all of the pool duties safely