



**FOUNDERS MEMORIAL PARK POOL HEAD LIFEGUARD**  
**Seasonal Full-Time**

*Approved 2.13.18*

**A. GENERAL PURPOSE**

The Dripping Springs Founders Memorial Park Pool Head Lifeguard's general purpose is to oversee the lifeguards and safety at the Dripping Springs Founders Memorial Park Pool.

**B. SUPERVISION RECEIVED**

Works under the general direction of the Pool Manager, Parks and Community Services Director and the City Administrator.

**C. ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Supervise shifts at Founders Memorial Park Pool.
2. Required to perform all lifeguarding duties as well as supervise daily pool operations while on duty.
3. Responsible for balancing the daily pool receipts.
4. Must follow and enforce all pool policies and duties at all times.
5. Performs routine maintenance to pool area, i.e. vacuum, pick up trash, keep restrooms stocked and tidy, etc.
6. Be able to exercise discretion in dangerous situations.
7. Must be able to verbally communicate with both public and staff effectively.

**D. EDUCATION, EXPERIENCE, AND CERTIFICATIONS**

Education: High School Diploma or Equivalent. Preferred one season of lifeguard experience.

1. Strong leadership skills.
2. Ability to establish and maintain effective working relationships with City employees,

City officials, vendors, and general public.

3. Ability to handle and maintain confidential and sensitive information while maintaining confidentiality.
4. Ability to communicate effectively orally and in writing.
5. Ability to work independently and exercise good judgment.
6. Certifications: American Red Cross Lifeguard, CPR for Professional Rescuer, First Aid, and American Red Cross Water Safety Instructor (WSI) preferred, Texas Driver's License.

**E. TOOLS AND EQUIPMENT USED**

Cash Register, basic cleaning equipment, water safety equipment, calculator

**F. SPECIAL REQUIREMENTS**

1. A valid state driver's license.
2. While performing the duties of this job, the employee is frequently required to sit, communicate, use hands; and reach with hands and arms. The employee is required to be a proficient swimmer.
3. The employee must occasionally carry, lift, hold, push and/or pull up to 50 pounds of office supplies, files, equipment and furniture.
4. Minimum Age: 18.

**G. WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to perform the essential functions if needed. The employee regularly works in outside weather conditions; works in both indoor and outdoor environments; and has exposure to extreme weather conditions. The employee will regularly work in the pool.

**H. WORK HOURS**

The Park Pool Manager position is a full-time seasonal position. Hours will vary based on the season and events or projects assigned throughout the year. Varied shifts including holidays, weekends and evenings up to 40 hours per week. This position is non-exempt and eligible for overtime pursuant to the needs of the City, if the employee works more than forty (40) hours in a seven (7) day work period, and at the direction of the Pool Manager, City Administrator or Parks and Community Services Director. Any overtime hours performed must be preapproved by the Pool Manager, Parks and Community Services Director or City Administrator.

**I. SALARY**

Compensation is paid every other Friday as outlined in the CITY OF DRIPPING SPRINGS PESRONNEL MANUAL.

**J. BENEFITS**

As a seasonal employee the employee shall not be eligible for City benefits. Additional direction on benefits is outlined in the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL, as may be modified by the specific employee's offer letter.

**K. EQUAL OPPORTUNITY EMPLOYER**

The City's employment decisions are made without regard to race, color, religion, sex, age, national origin, sexual orientation, handicap, or marital status. Discrimination or harassment against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, age, disability, veteran status, sex, or marital status is prohibited. If you would like to arrange for accommodations, we encourage you to contact Michelle Fischer at (512) 858-4725.

*Please note: This Position Description is not a contract, and shall not be construed to alter an employee's at-will relationship. The terms and conditions of any employee's position with the City may be altered by the City Council at any time. To the extent reasonably possible, this Job Description, the Personnel Manual, and the employee's Offer Letter shall be read together in harmony. If there are conflicts between this Position Description, the Personnel Manual, and the employee's Offer Letter, the most specific term or condition of employment shall govern.*