



FOUNDERS MEMORIAL PARK POOL LIFEGUARD

Seasonal Full-Time

Approved 2.13.18

A. GENERAL PURPOSE

The Dripping Springs Founders Memorial Park Pool Lifeguard's general purpose is to promote and maintain pool safety at the Dripping Springs Founders Memorial Park Pool.

B. SUPERVISION RECEIVED

Works under the general direction of the Head Lifeguard, Pool Manager, and the Parks and Community Services Director.

C. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for the safety of pool patrons by preventing accidents and responding quickly to emergency situations.
2. Must know and be able to perform all skills required for certifications.
3. Must follow and enforce all pool policies and duties at all times.
4. Performs routine maintenance to pool area, i.e. vacuum, pick up trash, keep restrooms stocked and tidy, etc.
5. Exercise discretion related to dangerous situations.
6. Must be able to verbally communicate with both public and staff effectively.

D. EDUCATION, EXPERIENCE, AND CERTIFICATIONS

Education: High School Diploma or Equivalent. No work or lifeguard experience necessary.

1. Ability to establish and maintain effective working relationships with City employees, City officials, vendors, and general public.

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

E. TOOLS AND EQUIPMENT USED

Water safety equipment, Pool Vacuum

F. SPECIAL REQUIREMENTS

1. 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 and have the ability to rescue and remove an individual from the water.
2. The employee must occasionally carry, lift, hold, push and/or pull up to 50 pounds of equipment.
3. Minimum Age: 16.

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 Lifeguard 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 Manger, Parks and Community Services Director, or City Administrator.

I. SALARY

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