



**MEMORANDUM
OFFICE OF THE
COUNTY EXECUTIVE
COUNTY OF PLACER**

TO: Honorable Board of Supervisors

FROM: David Boesch, County Executive Officer
By: Gretchen Nedved, Senior Management Analyst

DATE: March 24, 2015

SUBJECT: Job Specification Revision for Unclassified Lifeguard

Action Requested

Approve revisions to the job specification for the position of unclassified Lifeguard.

Background

The job specification for Lifeguard was originally established in September 1995, and last revised on March 1, 2005. The departments of Facility Services, Personnel, and the County Executive Office have determined revisions to the job specification for the Lifeguard classification are required to improve recruitment results. Revisions to the job specification include updates to supervision received, essential duties, abilities, training requirements and certificates.

In particular, Lifeguards must maintain required certificates for the performance of their duties. The revised job specification updates the requirement from possession of these certifications at the time of application to obtaining these certifications prior to beginning employment. The training requirements are revised to reflect a minimum age of 16, and essential duties are revised to current pool safety technologies. Supervision received is updated to include Senior Supervising Parks and Grounds Workers who may be assigned to oversee the Lifeguard classification. These revisions are intended to improve recruitment results by providing greater flexibility of the certification requirements and clearer expectations of the duties for potential candidates.

Fiscal Impact

There is no fiscal impact related to the revised job specifications of unclassified Lifeguard.

Placer County Personnel Department

Lifeguard (#11110)

\$12.63-\$15.35 hourly / \$2,188.46-\$2,660.16 monthly / \$26,261.46-\$31,921.97 yearly

DEFINITION

To perform general lifeguard duties pertaining to the safety and operation of an assigned swimming pool facility and program.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Parks and Grounds Superintendent as well as technical and functional supervision from the Sr. Supervising and Supervising Parks and Grounds Worker assigned to the pool.

EXAMPLES OF ESSENTIAL DUTIES

Essential duties may include, but are not limited to, the following:

- Maintain a constant vigil over patrons at the pool facility; rescue persons in distress.
- Maintain discipline and orderly conduct among the patrons and enforce all pool rules and regulations.
- Render first aid and cardiopulmonary resuscitation (CPR) procedures.
- Clean rest rooms, dressing rooms, guard shack and pick up litter around grounds; inform park supervisor of maintenance conditions and supply needs.
- Monitor pool water level and ensure pool skimmers are functioning correctly.
- Ensure pool deck is clean of debris and required pool safety equipment is in place and functional.
- Fill out pool incident report forms for state regulation requirements
- May be required to collect fees for swimming pool use; maintain records and reports as required.
- May be required to direct and instruct swimming, lifesaving and water safety classes.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: None required.

Training: Must be at least 16 years of age.

License and Certificate:

- Must obtain a valid American Red Cross Lifeguard Certificate (Title 22) or equivalent prior to starting employment.
- Must obtain a valid Cardio Pulmonary Resuscitation (CPR) Certificate or equivalent prior to starting employment.

- Must obtain a valid Emergency Medical Services Authority (EMSA) First Aid Certificate or equivalent prior to starting employment.
- May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Water safety and lifesaving principles and practices.
- Swimming rescue and advanced first aid techniques including CPR.
- Basic principles used in the operation and mechanics of a swimming pool.
- Basic operational characteristics of pool pumps and filtering equipment.

Ability to:

- Swim with proficiency and endurance.
- Work with children in a recreational swimming environment.
- Interpret rules, regulations and departmental policy.
- Follow oral and written instructions.
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- Work with various cultural and ethnic groups in a tactful and effective manner.
- Establish and maintain effective working relationships with those contacted in the course of work.
- On a continuous basis, sit while observing patrons using the pool facilities; intermittently stand, bend, squat, climb, kneel, twist and reach when assisting pool patrons; swim and lift moderate weight.

CLASS: 11110

EST: 9/2/1995

REV: 3/1/2005 REV: 3/24/2015

