



## Town of Alton Job Description Parks and Recreation Department Lifeguard

**Date:** November 7, 2016

**General Position Description:** Enforce rules and regulations at Town swim facilities. This job description is meant to be illustrative and is in no way all-inclusive. It shall be used as a tool or guide in the job performance of the employee it applies to.

**Accountability:** Works under the general supervision of the Secretary and under the direct supervision of the Parks and Recreation Director.

**Equipment Used:** Flotation device, life jackets, first aid kit, back board, cleaning supplies, bucket, mop, pickers, shovel, broom, vacuum and hand tools.

**Environment:** Inside: 5%      Outside: 95%

**Duties and Responsibilities:** Except as specifically noted, the following functions are considered essential to this position and are indicative of the duties and responsibilities associated with the position, but are not intended to be all-inclusive.

1. Observe and enforce rules and regulations of the dock/beach areas.
2. Maintain constant alertness for quick action in an emergency situation.
3. Provide complete attention to patrons and waterfront activity.
4. Complete weekly physical activity training.
5. Complete weekly emergency training drills.
6. Complete weekly skills review.
7. Wear identifying Lifeguard apparel.
8. Greet patrons and note their swimming ability.
9. Administer first aid when necessary.
10. Complete First Aid Report Forms, when necessary.
11. Complete Accident Report Forms, when necessary.
12. Complete Daily Inspection Log.
13. Responsible for portable waterfront rescue equipment.
14. Arrange equipment in ready conditions while on duty.
15. Maintain cleanliness of dock/beach area.
16. Pick up trash along waterfront.
17. Pick up trash in parking lot.
18. Rake beach.
19. Record keeping.
20. Report damaged or broken equipment to PR office in a timely manner.
21. Submit time sheet on Saturday to PR office.
22. Perform other duties as specified.

**Support:** Provides support to the Parks and Recreation Department and beach patrons.

**Financial Data:** N/A

**Computer Operation:** N/A

### **Cognitive and Sensory Requirements:**

- **Vision:** Corrected to 20-30 or a level which will enable the necessary vision to see and supervise patrons, survey the waterfront, read instructions and documents.
- **Hearing:** Necessary for receiving instructions and for safety while working.
- **Speaking:** Necessary for communicating with patrons, staff, and the general public.
- **Taste and Smell:** Necessary for detecting fumes and gases.
- **Dexterity:** Necessary for operating equipment, picking up trash, handwriting, etc.
- **Mobility:** Needed to walk around the waterfront area.

### **Physical Requirements:**

Lift up to 10 pounds: constantly required.  
Lift 11 to 25 pounds: frequently required.  
Lift 26 to 50 pounds: occasionally required.  
Lift over 50 pounds: rarely required. Assistance may be available.  
Carry up to 10 pounds: constantly required.  
Carry 11 to 25 pounds: frequently required.  
Carry 26 to 50 pounds: occasionally required.  
Carry over 50 pounds: rarely required. Assistance may be available.  
Balancing: rarely required.  
Push/pull: frequently required.  
Reach above shoulder height: constantly required.  
Reach at shoulder height: constantly required.  
Reach below shoulder height: constantly required.  
Sit: five total hours per day.  
Stand: two plus hours per day.  
Walk: one plus hours per day.  
Twisting: frequently required.  
Bending: constantly required.  
Crawling: rarely required.  
Squatting: occasionally required.  
Kneeling: occasionally required.  
Crouching: rarely required.  
Climbing: constantly required.  
Driving: rarely required.

### **Fine motor skills (hands, wrists, fingers, feet, toes, etc.):**

- Grasping: constantly required.
- Handling: constantly required.
- Torquing: occasionally required.
- Fingering: constantly required. First aid kit, lifejackets, trash pickers, bucket, hand tools, etc.
- Foot/feet: constantly required. Climbing into chair, walking.
- Toes: frequently required.
- Controls and equipment: small hand tools, paperwork, etc.

### **Work Surfaces:**

- Rough, wet, slippery terrain
- Carpet, wood, concrete, asphalt, brick, linoleum, ceramic tile surfaces, etc.
- Dirt surfaces, trails, sand, beaches, rocks, etc.
- All surfaces are at various heights
- Structure interior and exterior surfaces
- Non-structure interior and exterior surfaces
- Grass, dirt, gravel, mud
- Rain, and flooded areas and surfaces
- Vertical and horizontal step surfaces

**Summary of Occupational Exposures:**

- May be exposed to waterfront hazards. (deep and shallow water, motorized and non-motorized boats, paddleboards, flotation devices)
- May be exposed to sun, heat, wind, rain, cold.
- May be exposed to cleaning chemicals, paints, solvents, and fertilizers.
- May be exposed to long periods of sunlight and unfavorable climatic conditions.
- May be exposed to poison ivy, oak, or sumac; and insects such as wasps, hornets, bees, etc.
- Most work occurs outdoors on the waterfront.
- When inside, may be exposed to long periods of unnatural light, equipment noises, product chemicals, air conditioning, etc.

**Other Training, Skills and Experience Requirements:** Knowledge of swimming and water safety skills and techniques. Ability to read and write. Physical ability to perform work required. Ability to establish and maintain effective working relationships with patrons and other employees.

**License/Certification Requirements:**

- Valid NH driver's license.
- Red Cross certified in Lifeguard Training.
- Red Cross certified in CPR for Professional Rescuer.
- Red Cross certified in First Aid.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills and abilities.

**Schedule:** June 27-Labor Day. 9:30am-5:30pm, FT- 5 days per week, PT- 4 days per week. Need to work as scheduled. There is no vacation time off for this position.