

**Job Title:** Lifeguard III  
**Pay Rate:** \$17.00/hr. – \$19.99/hr., DOE  
**Grade:** 3  
**Department:** Aquatic Center  
**Immediate Supervisor:** Aquatic Center Manager  
**Date Revised:** October 7, 2020

---

### **Position Summary**

The Lifeguard III is expected to lifeguard for various swim sessions, provide safety services, perform cashier duties and give general direction to pool staff. Lifeguard III will teach swimming lessons and skills according to the American Red Cross requirements.

### **Lifeguarding Duties & Responsibilities**

- Provides lifeguarding services as directed.
- Moves into/out of lifeguarding chair for lifeguarding services.
- Instructs swimming lessons in accordance with American Red Cross or other City of Craig standards.
- Provides quality customer service to the public through all forms of communication.
- Maintains current knowledge about the facilities programs, classes, and rates.
- Oversees safe operation of the pool facility including, but not limited to, ensuring all lifeguards are competent and familiar with all safety and emergency action plans.
- Monitors and regulates pool and spa conditions for safe swimming and pool use in order to prevent accidents and minimize/eliminate hazardous conditions and situations in accordance with state and federal regulations.
- Provides guidance and direction to pool staff and volunteers.
- Responds quickly and effectively to all emergency situations in the water and other areas of the aquatic center facility.
- Conducts walk-throughs of the facility to ensure cleanliness and safety.
- Contributes to the general cleanliness, maintenance, and operation of the Craig Aquatic Center facility to a satisfactory level.
- Performs water tests as assigned
- Assists in annual cleaning, repair, and maintenance of the aquatic center facility.
- Shall be available to answer questions, fill in as needed, and respond to emergencies.
- Performs all other duties as assigned.

### **Qualifications**

- High school diploma or equivalent preferred.
- The Lifeguard III must have a minimum of five (2) year experience lifeguarding.
- The Lifeguard III must be a self-motivated employee and able to work without close supervision.
- Ability to swim 300 yards without stopping; ability to swim 50 yards and retrieve a ten (10 pound) brick from the deep end of the pool in less than 1 minute, 40 seconds.

- Computer skills including word processing, spreadsheet applications and Microsoft Publisher are preferred.

### **Certifications**

Must possess the following valid certifications; all certifications must remain current for the duration of employment:

- American Red Cross CPR/AED
- American Red Cross Lifeguarding and First Aid
- American Red Cross Water Safety Instructor (WSI)(Preferred)
- Certified Pool Operator preferred, or the ability to acquire certification within one (1) year of hire.
  - *Note: City of Craig will provide opportunity for training/taking exam for CPO certification; this position will need to acquire and maintain a valid CPO certification throughout duration of employment with City of Craig.*

### **Supervision**

Lifeguard III works under the Direct supervision of the Aquatic Center Manager.

### **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, stand, and walk. The employee must occasionally lift and/or move up to 50 pounds.

### **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 enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

**Position & Benefits**

This is a full-time, hourly position with the City of Craig. Full medical, retirement, and leave benefits apply as defined in the City of Craig personnel manual. The City of Craig is an Equal Opportunity Employer.

*Note: Reference is made to The City of Craig Employee Handbook for subjects not included in this job description. The Handbook takes precedence over this job description.*

---

**Printed Name**

---

**Signature**

---

**Date**

---

**Director**

---

**Date**