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Mayor

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City of St. Robert, Missouri
194 Eastlawn Ave., Suite A
St. Robert, Missouri 65584

www.saintrobert.com

Job Description
Head Lifeguard (Seasonal):
\$12.00 to \$12.25 per hour
(May 2018-Labor Day Weekend)

Position Open Date: January 9, 2018

Position Close Date: Open Until Filled

Classification: Seasonal

FSLA: Non-exempt

Please submit a resume, City of Saint Robert application which can be printed from www.saintrobert.com and copies of current certifications. (Please see License and Certification Section of this Job Announcement). Resumes, application and copy of certifications may be mailed, dropped off at the St. Robert Municipal Center located at 194 Eastlawn Ave., Ste. A, St. Robert, Mo 65584, emailed to hr@saintrobert.com or faxed to (636) 216-3368. If you have any further questions, please contact the City of Saint Robert Human Resource Generalist at (573) 451-3301 between the hours of 8:00 am to 5:00 pm Monday through Friday or via e-mail correspondence at hr@saintrobert.com. Application deadline is February 26, 2018 @ 5pm. The City of St. Robert is an equal opportunity employer.

GENERAL PURPOSE OF POSITION:

Under general supervision, the purpose of the position is to supervise Lifeguards and provide swimming and safety instruction to ensure the safety of patrons at the City's Tiger Typhoon Aquatic Facility. Employees are responsible for monitoring various swimming activities as well as assisting with special functions. Employee assists in maintaining pool and surrounding facility area. Objective is to ensure safety and general welfare of the public engaging in all swimming activities through guarding and instructing patrons.

Major Duties and Responsibilities:

- Performs responsible protective service work ensuring the safe use of the swimming facility by patrons.
- Assists Park Facility Supervisor in the supervision of Lifeguards and Concession/Slide Monitors; oversees and monitors the performance of Lifeguard duties and functions.
- Performs water rescue as needed and Cardio-Pulmonary Resuscitation (CPR) or first aid treatment to injured or ill patrons.
- Observes actions of swimmers, and maintains discipline in and around pool facilities.
- Monitors and maintains pool filtration equipment.
- May handle and disperse hazardous materials (chlorine, sodium bicarbonate, etc.)
- Enforces pool and water safety rules in a tactful and effective manner.

- May assist in teaching swimming, water exercise, and other water related instructional classes to all age groups dependent on qualifications.
- Retrieves and places pool equipment and teaching materials in appropriate storage after each session; monitors weather conditions to ensure timely retrieval of materials and equipment.
- Maintains swimming pool and surrounding area to ensure the cleanliness and sanitation of recreational facilities.
- Performs custodial tasks, e.g., empties trash receptacles, cleans and sanitizes bathroom facilities, removes debris, pool and deck cleaning and sanitation.
- Enforces all rules and regulations.

Other related duties as required

JOB CONTEXT:

The Head Lifeguard position is seasonal position located at the Saint Robert Tiger Typhoon Aquatics Center. The immediate supervisor for this position is the Park Superintendent. The person in this position is supervised daily. The person in this position works seasonally, rarely working overtime. Work is performed outdoors 100% of the time. The Head Lifeguard is accountable for the monetary, fiscal, safety, and legal issues for which this position is responsible.

In this position, there is exposure to chemicals and/or hazardous materials such as chlorine and sodium bicarbonate, exhaust, aerosol cans, trash, hospital needles, motor oil, paint, and car batteries. The stress level associated with this position is high, primarily due to being hyper vigilant, outdoors, and standing for long periods of time. Physical work consists of, but is not limited to, standing, climbing, bending, carrying, walking around obstacles, and lifting.

LICENSES AND CERTIFICATIONS:

- Must possess and maintain current American Red Cross or YMCA, Lifeguard and Water Safety Instructor's (WSI) Certifications.
- Must possess and maintain current CPR, AED and First Aid Certification
- Applicants must be at least 16 years of age.

PHYSICAL REQUIREMENTS:

- While performing the essential functions of this job some tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of sitting, standing, walking and/or swimming indoors or outdoors in summer heat.
- Emergency tasks and training involve the performance of physically demanding work, which may involve some combination of running, climbing or swimming, and may involve the lifting, carrying, pushing, and/or pulling of moderately heavy and/or heavy objects, materials and/or persons. (20+ pounds).

EDUCATION AND EXPERIENCE:

The person in this position must be customer service orientated.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge

- Supervisory techniques (Preferred)
- Customer and Personal Service which includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Public Safety including knowledge of relevant equipment, policies, and procedures.

Skills and Abilities

- Operate a computer
- Perform basic maintenance procedures
- Perform basic mathematical operations
- Work as a team member with other employees
- Communicate effectively with other city employees, both oral and written
- Work autonomously when necessary
- Handle multiple task simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Follow Departmental and City policies and procedures

Certain duties of this position are classified as “safety-sensitive.” Therefore, the person in this position will be subject to mandatory testing for drugs and/or alcohol on a random, reasonable suspicion, post-accident, return-to-duty, and follow-up basis in accordance with the City’s Alcohol & Controlled Substance Use, Abuse and Testing Policy.

This job description is not intended to be all-inclusive, and employee will also perform other reasonable related business duties as assigned by Department Head as required. This job description is an “at-will” position and does not constitute a written or implied contract of employment.