

**CITY OF CHATTANOOGA**  
**Classification Specification Title: Lifeguard 3**

**Department: Parks and Outdoors**

**Pay Grade: GS.05**

**Supervision Received From: Aquatics Program Manager**

**FLSA Status: Non-Exempt**

**Supervisory Responsibility For: None**

**Established: 6/29/07**

**Revised Dates: 4/2/25;**

**11/17/23; 10/20/23; 5/1/23**

**CLASSIFICATION SUMMARY:**

Monitor daily operations of the pool facilities with priority given to the safety of patrons. Enforce water safety rules, rescue persons in distress, perform first aid and CPR as needed, complete reports and required maintenance. Must be comfortable working independently with minimal supervision. Provides leadership to the team on a daily basis, monitors pool chemistry, assigns daily tasks, opens and closes facilities, responds to emergencies.

**SERIES LEVEL:** This is the third position in a three part series.

**ESSENTIAL FUNCTIONS:**

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Participate in/deliver pre-season training and orientations, and attend staff meetings.

Complete a minimum of four (4) hours of inservice training every month.

Participates in staff meetings in order to receive and convey information.

Assign opening and closing daily duties for all staff.

Assign daily guard rotations in accordance with and maintaining federal guidelines for safe swimming pool operations and proper supervision.

Administer daily swim tests to ensure all patrons have met the requirements to swim in the deep end of the pool or use the inflatables.

Be familiar with the aquatic division policies and procedures manual.

Recognizes, understands, and consistently applies safety rules, policies and guidelines for the pool and aquatic area.

Must be able to meet the certification requirement and demonstrate the lifeguard skills at any time during employment.

Reviews timesheets to ensure accuracy for lower level staff.

Supervise pool patrons while in or around the pool areas.

Maintains active surveillance of the pool area.

Evaluates potentially dangerous situations and if necessary, perform the appropriate required rescue for the situation and provide proper first aid as needed.

Complete required reports as necessary for adequate tracking within the pool areas.

Communicates any problems and/or concerns to supervisory staff on hand.

Updates and maintains rescue maps of all emergencies at the facility.

Records cause of injury and creates prevention strategies to prevent another occurrence

Maintenance and cleaning of pool area: i.e. hosing of locker areas, deck, hallways, empty trash, pick up trash, as outlined on daily maintenance log.

Report facility maintenance needs to supervisor.

Inspects sporting equipment and/or examines participants in order to ensure compliance with event and safety regulations.

Complete facility safety checks, opening and closing duties, report unsafe conditions and take action to correct conditions.

Serve as swim lesson deck coordinator.

Administer or lead group orientations and/or swim tests.

Perform secondary duties when not on duty such as water clarity tests, daily reports, assist front desk, addition of chemicals as necessary .

Ability to safely operate the pool vacuum system as necessary .

Thorough understanding of OSHA procedures for safe handling of pool chemicals before adding any pool chemicals to the pool as directed.

Knowledge in basic pool chemistry and ability to add chemicals as directed in accordance with OSHA standards.

Establish and maintain effective relations with patrons and fellow employees.

Be familiar with pool programs and schedules and answer all inquiries by the public requested.

Ability to open and close aquatic facilities independently in accordance with established policies and procedures.

Provide reasonable accommodations in accordance with ADA guidelines.

May be required to use, carry and answer their cell phone as determined by their job duties.

Must carry a team walkie talkie at all times while on duty.

Thorough understanding of the POS system, city cash handling procedures and ability to complete financial transactions and records.

Process fees, make daily bank deposits and maintain records.

Monitor special events and activities scheduled at the pool outside of normal business hours.

Work non-standard hours and substitute as needed.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

**When working for Parks & Outdoors as a Head Lifeguard**

Coordinates daily schedule, assign lifeguard rotations, and focus on preventative guarding and intervene to stop any behaviors in and around the pool area that could lead to an emergency.

Serves as a daily liaison between lifeguard staff and supervisors.

Coordinates guard shadow program and evaluates new staff.

Provides water safety presentations to recreation centers prior to camp programs.

Assists with Chattanooga Fire Department regarding their marine division training.

Assists in maintaining properly balanced chemicals, provides leadership for water/deck contamination procedures. Records information as required and reports unsafe conditions to the supervisor.

Assists with water fitness classes and coaches the swim team.

#### MINIMUM QUALIFICATIONS:

The incumbent must have a current American Red Cross, YMCA, along with Standard First Aid and American Red Cross CPR for the Professional Rescuer including AED. Three (3) years of previous lifeguard experience sufficient to perform the essential functions of the job is required and must be at least 18 years old.

Possess effective written and verbal communication skills and the ability to understand and follow through with directions.

**LICENSING AND CERTIFICATIONS:** The incumbent must have a current American Red Cross, YMCA, or Ellis current lifeguard certification, enrolled in a class or the ability to obtain a valid lifeguard certification.

Boy Scouts of America lifeguard certification will not be accepted.

#### SUPPLEMENTAL INFORMATION:

Ability to read and comprehend written material. Ability to write. Ability to listen and apply information and instructions. Ability to understand mathematical concepts and to include basic math. Ability to see possible dangerous situations and quickly respond to those situations. Ability to operate pool cleaning equipment, test kits, and use rescue equipment.

#### MACHINES/TOOLS/EQUIPMENT:

Pool pumps, vacuum pumps, hand tools, cleaning equipment, rescue equipment, spine board, lane ropes, first aid kit, instructional equipment, and handicap chair lift.

#### PHYSICAL DEMANDS:

1. Sight—seeing well enough to locate possible hazards in and around the pool. 2. Hearing—hear well enough to determine sounds of distress. 3. Speech—speak well enough in a loud voice to communicate hazards and dangerous conditions to others. 4. Walking—frequently walking around the pool area. 5. Stooping and bending—frequently during maintenance duties and instructing swim lessons. 6. Stand/sit—frequently sitting or standing to supervise pools and facilities. 7. Reaching—frequently when using rescue techniques. 8. Coordination—frequently to swim and perform water rescue techniques. 9. Manual dexterity—frequently performing routine maintenance and filling out records and forms. 10. Climbing—frequently being able to climb pool ladders, entering and exiting pool and lifeguard stands. 11. Mental alertness—frequently observing/scanning the pool area while sitting or standing for extended periods of time. 12. Swimming—must be able to pass the prerequisite swim skills at any time during your employment.

**WORK ENVIRONMENT:** Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Inside work: Cold/heat: humid air, temperature 87-98 degrees. Noise/vibration: exposed to excessive noise of swimmers, machinery. Hazards: moderate exposure to pool chemicals and blood borne pathogens. Outside work: Cold/heat (wet/dry): adverse weather conditions possible, long exposure to sun. Noise/vibration: exposed to excessive noise. Hazards: moderate exposure to pool chemicals, and blood borne pathogens

**SPECIAL REQUIREMENTS:**

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: Y

*This position requires a pre-employment background check, drug screening, and lift test.*

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.