

Los Alamos County Recruitment Announcement



LOS ALAMOS

JOB TITLE: Lifeguard
JOB TYPE: Temporary
DEPARTMENT/DIVISION: Community Services-PROS (Aquatics)
SALARY: Range is \$10.93/hr. to \$16.12/hr.
OPENING DATE: April 6, 2018
CLOSING DATE: April 20, 2018 at 5 PM
ANNOUNCEMENT NUMBER: 18-83

****Re-advertised****

Notice to All Applicants

The Los Alamos County Human Resources Division requires that you complete an application with an original signature for each position for which you apply. The Human Resources Division will not accept your application if it is not complete and will not accept a resume in lieu of an application. The information from your resume will not be used to determine if the minimum qualifications are met. All qualifying information must appear on the application.

The hiring salary is based upon relevant education and experience at or beyond the minimum qualifications.

"The Los Alamos Public Schools neither endorses more sponsors the organization or activity promoted in this document. The distribution of this material is provided on an equal basis as a community service."

Minimum Qualifications:

- High School Diploma or GED (exception for full time high school students).
- Must be at least sixteen years of age.
- If lifeguarding, must possess and maintain current American Red Cross certification in Lifeguarding, First Aid, and CPR for the Professional Rescuer or equivalent. (Equivalent certifications may include: StarGuard, National Pool and Water Parks, YMCA or USLA certification).
- If lifeguarding, must possess or obtain within thirty days of employment, and must maintain American Red Cross Oxygen Administration, Bloodborne Pathogens, and AED certifications.
- If instructing, must possess current Water Safety Instructor certificate from the American Red Cross for swim instruction and/or Aquatic Exercise Association certificate for water exercise instruction.
- Must successfully complete pre-employment physical exam prior to commencing work.
- Must pass a competency water skills test every six months.
- Must successfully complete a thorough background investigation.

Position Summary:

Under general supervision of the Aquatic Coordinator, ensures the safety of patrons of an aquatic facility by preventing and responding to emergencies and/or provides instruction in aquatic programs. Maintains confidentiality of all privileged information.

The general level and nature of this position are described in the headings below. This is not an all- inclusive list of all responsibilities, duties, and skills required of personnel in this classification.

Knowledge, Skills, and Abilities:

- Knowledge of CPR and emergency medical procedures.
- Knowledge of customer service standards and procedures.
- Knowledge of proper lifeguarding skills, patron safety and safety and water rules.
- Knowledge of water quality regulations, policies and standards.
- If instructing, knowledge of aquatic principles, physiology, techniques and teaching methods.
- Skill in organizing and coordinating.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to read, understand, follow and enforce safety procedures.
- Ability to communicate effectively, both verbally and in writing.
- Ability to work both independently and in a team environment.
- Ability to prepare routine administrative paperwork.
- Ability to use a wide variety of lifeguarding equipment and special protective gear under stressful emergency conditions.
- Ability to enforce policies and procedures.
- Ability to perform proper lifeguarding skills.

Essential Duties & Responsibilities:

- Ensures the safety of patrons of an aquatic facility by preventing and responding to emergencies and/or provides instruction in aquatic programs.
- Presents professional appearance and attitude at all times, and maintains a high standard of customer service.
- Attends and participates in in-service training sessions.
- Performs various maintenance duties to maintain clean and safe facilities and equipment.
- Prepares and maintains appropriate activity reports.
- Handles or refers problems and situations as they arise within the facility.
- Educates the swimming public to the attitudes and habits of safe pool environment.
- Encourages patron cooperation and support through positive public relations.
- Contributes to a team effort and accomplishes related results as required.
- When lifeguarding, maintains constant surveillance of patrons in the facility; acts immediately and appropriately to secure safety of patrons in the event of emergency.
- When lifeguarding, provides emergency care and treatment as required until the arrival of emergency medical services.
- When lifeguarding, maintains lifeguard stations.
- When instructing, explains and demonstrates the principles, techniques and methods in a variety of aquatic activities.
- When instructing, accurately assesses correct placement of students for swim instruction and/or water exercise.
- When instructing, observes and assists patrons in obtaining their individual goals in their aquatic activity.
- When instructing, prepares and maintains all required paperwork including lesson plans, worksheets and records sheets.
- Contributes to a team effort and accomplishes related results as required. Performs other duties as required.

Physical Demands:

While performing the duties of this job, the employee has extensive physical activity. The employee regularly is required to sit and stand; have manual and finger dexterity; stoop, and talk or hear. The employee is occasionally required to swim, walk, crawl, climb heights, reach above shoulder level, crouch,

kneel, balance, push/pull, and carry. Requires occasional handling and maneuvering of persons in excess of 100 pounds. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

Work is performed in an aquatic setting with a moderate noise level with moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Work environment involves some exposure to hazards or physical risks, and requires following basic safety precautions. Work may be stressful at times. Evening, early morning, holiday and weekend work are required.

Each and every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance;
- Work well with others and participate fully in a team oriented environment;
- Interface with other employees and customers in a courteous and respectful manner;
- Project positive support of their department and all county organizations at all times; and,
- Maintain and enhance the county's commitment to customer service excellence.

How to Apply:

County application is required. Apply at the Human Resources Division, County of Los Alamos, 1000 Central Avenue, Ste. 230, Los Alamos, NM 87544. Applications are available in our office, at www.losalamosnm.us or by calling (505)662-8040. All vacant positions are listed on the above website and on our Job Line at (505)662-8039.

If you are an individual with a disability who is in need of an auxiliary aid or service to participate in the examination process, notify the Human Resources Division at (505)662-8040 at the time of application. Some documents can be provided in accessible formats. Contact Human Resources at the above number if an accessible format is needed.

Applications become a public record upon receipt and may be made available for public inspection.

Selection Procedure:

The Incorporated County of Los Alamos does not discriminate on the basis of race, color, religion, sex, age, national origin, sexual orientation or gender identity, disability, genetic information, or veteran status in employment or the provisions of service.

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