Employment Opportunity. The City of Kimball, NE is now hiring Seasonal Help/Lifeguards for the 2020 summer season. Position will consist of miscellaneous duties including assisting with pool repairs, fire hydrant painting and others similar tasks. This position will also transition into a Lifeguard position when the Kimball Public Pool is allowed to open due to the COVID-19 pandemic. Applicants must be first aid certified, CPR certified and have current lifeguard certification. Please be aware that the certification expiration dates have been extended to August 30, 2020. A complete job description and application are available online at kimballne.org and at the City Office at 223 South Chestnut, Kimball, NE 69145. Please return all completed applications to the City Office.

City of Kimball

Position Description

Job Title:	Lifeguard	Grade Number:	5
Department:	Pool	Date Modified:	January 22, 2019

This is a Non-Exempt position under the FLSA guidelines.

General Purpose:

Due to the COVID-19 pandemic the position will be a combination of Seasonal Helper and Lifeguard with the assumption that it will turn to lifeguard only if the Kimball Pool can open.

Performs basic seasonal duties as per direction of the water superintendent. Also includes routine public contact and safety work in teaching swimming lessons and serving as a pool lifeguard.

Essential Duties and Responsibilities:

SUPERVISION RECEIVED:

Works under the general supervision of the Water Superintendent and Pool Manager

SUPERVISION EXERCISED:

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

SEASONAL HELP –

- Performs a variety of unskilled and semi-skilled tasks.
- May include painting of various pieces or equipment.
- May include basic seasonal duties associated with the swimming pool area.
- Cleaning miscellaneous equipment/facilities pertaining to the swimming pool.
- Restocking of supplies.

LIFEGUARD -

- Teaches swimming lessons according to a prescribed routine and curriculum.
- Tests program participants for swimming skill levels; passes participants for participation in more advanced classes.
- Monitors the use of the swimming pool; enforces safety rules.
- Patrols the swimming pool and aquatics facility.
- Assists in implementing various aquatics competitions throughout the year.
- Performs a variety of miscellaneous duties such as answering phones, running errands, pickup up supplies needed for activities, conducting classes, selling tickets, collecting fees, helping set up for classes, events, etc.
- Responds to public inquiries about aquatics programs made by telephone, correspondence, or during public meetings.

- Maintains related records and statistics for various aquatics programs.
- Assists in the maintenance of the swimming pool. Monitors and maintains pool filtration system. Monitors pool water chemistry through testing of water samples. Adjusts chemistry as needed to maintain standards.

PERIPHERAL DUTIES:

- Attends departmental and swimming pool meetings.
- Serves as a member of various employee committees, as assigned.
- Other various duties assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Education and Experience:
  - Must be 16 years of age with a valid drivers license.
  - First Aid certified – Expiration date extended to August 30, 2020.
  - CPR certified
  - Lifeguard certification – Expiration date extended to August 30, 2020.

- Necessary Knowledge, Skills and Abilities:
  - Working knowledge of the equipment, facilities, operations and techniques including comprehensive aquatics programs
  - Ability to follow detailed instructions and work with minimal supervision.
  - Skill in operation of listed tools and equipment; Skill in First Aid and CPR.
  - Ability to effectively teach swimming lesson; Ability to effectively enforce safety and health regulations relating to an aquatics program; Ability to establish and maintain effective working relationships with employees, supervisors, participants, instructors, and the general public; Ability to communicate effectively orally; Ability to give and understand oral instructions.

SPECIAL REQUIREMENTS:

- First Aid certified
- CPR certified
- Water Safety Instructor certified

TOOLS AND EQUIPMENT USED:

- Various hand tools usedin maintenance including swimming pool equipment; pool testing equipment; phone.

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 frequently required to walk, bend, swim, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance.
- The employee must occasionally lift and/or move over 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and the ability to adjust focus.

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.
- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.
- The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

SELECTION GUIDELINES:

- Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

City of Kimball

Position Description

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	