



State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Lifeguard (PI)	549-657-0985-902
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Sonoma Mendocino Coast	Lifeguard (PI)	R07
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Russian River Sector	Sonoma Coast State Park	
STATE HOUSING		IMMEDIATE SUPERVISOR
State Housing may be available		State Park Peace Officer (Supervisor) Lifeguard
SENSITIVE POSITION DESIGNATION (Check if applicable)		
☒ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
The reporting location for this position in the Salmon Creek Ranger station. The incumbent works under general supervision of the State Park Peace Officer Supervisor I (Lifeguard). The incumbent must work effectively with the entire lifeguard, visitor services, and maintenance staff to carry out the Department's mission, goals, and values. The position will have specific responsibilities within community involvement programs, the leadership of the aquatic operation, and various training programs. Lifeguard (P.I.) employees are expected to be available to work full-time during the peak-use period of Memorial Day to Labor Day. The Lifeguard Supervisor may grant exceptions to the peak-use period requirement for extenuating circumstances and/or to retain specialized skills in this lead person role. The Lifeguard Non-Badge Permanent Intermittent performs duties in direct service to the public. To provide services to the public, those duties and responsibilities of the -incumbent include:		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
25%	Aquatic Patrol Conduct routine patrols to make swimmer, beach user and vessel safety contacts. Anticipate and identify potential aquatic emergency situations and provide pro-active techniques to address and prevent aquatic emergencies. Patrols are accomplished by four-wheel drive vehicle, ROV, ATV, swimming, paddleboard, or by vessel (boat and/or PWC).	
25%	Aquatic Response Detect and respond to aquatic emergencies to include persons and vessels in distress. Act as incident commander during swimmer and vessel rescues when not deployed in the rescue. Emergency response is accomplished by four-wheel drive vehicle, ROV, ATV, swimming, paddleboard, or by vessel (boat and/or PWC). Complete incident reports and related documents.	
25%	Emergency Response Respond to visitor accidents and provide emergency medical services within the Russian River sector beaches and district campgrounds to include vehicle accidents, minor and major first aid, trauma, and major incidents. Emergency response is accomplished by four-wheel drive vehicle, ROV, ATV, swimming, paddleboard, or by vessel (boat and/or PWC). Complete incident reports and related documents.	

10%	Training Attend and participate in annual, seasonal, and scheduled trainings and meetings. Develop and maintain skills required and associated with the position (i.e. CPR, First Aid, trauma, swimming, running, paddling, vehicle operation [4X4, ROV, ATV, PWC]). Assist with training of additional seasonal Lifeguard staff or other staff as required. Prepare and present aquatic safety talks within the park, local community and school groups. May be called on during off-duty hours to respond to emergencies related to division activities in order to maintain critical processes and programs under the direction of existing policies and procedures.	
10%	Administration and Equipment Maintenance Complete aquatic safety contact reports. Compile aquatic safety data and submit annual aquatic safety program reports. Coordinate use, maintenance and inventory of rescue equipment, radios, vehicles and vessels. Inventory and purchase first aid equipment and supplies. Maintain a clean and organized workspace. Perform monthly vehicle and vessel inspections and coordinate repairs. Identify needs and maintain aquatic safety signage and displays.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity.	
TYPICAL WORKING CONDITIONS		
TELEWORK DESIGNATION:		
This position is designated as NOT Telework Eligible.		
SPECIAL REQUIREMENTS:		
Possession of a valid Class "C" Driver's License is Required. Possession of (1) a current Department of Parks and Recreation Emergency Medical Responder certificate or equivalent; and (2) a current Department of Parks and Recreation Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED), American Red Cross CPR/AED for the Professional Rescuer, or equivalent certificate. A current Emergency Medical Technician (EMT) certificate that is approved by the Department of Emergency Medical Services Authority may be substituted for both of the required certificates.		
The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.		
SUPERVISOR STATEMENT: I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT: I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE