



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Field	Lifeguard II (Seasonal)	549-718-0990-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Santa Cruz District	Lifeguard II	R07
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
San Mateo Coast Sector	Half Moon Bay State Beach	
STATE HOUSING		IMMEDIATE SUPERVISOR
State Housing is not available		SPPO – Lifeguard Supervisor I
SENSITIVE POSITION DESIGNATION (Check if applicable)		
<input checked="" type="checkbox"/> Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
<p>Incumbent will serve as lead for seasonal Lifeguard I program operations, under the direct supervision of permanent Lifeguard staff.</p> <p>Incumbents may perform ocean, surf, river, and lake rescue; scuba diving; off-road vehicle and All Terrain Vehicle patrol; and specialized assignments that include cliff rescue. Incumbents may administer the Junior Lifeguard program; lead volunteer programs; provide dispatch services for aquatic operations; participate in the hiring and scheduling of seasonal lifeguard staff; plan work schedules and assignments; prepare public safety and statistical reports; and provide interpretive programs to the public and staff.</p>		
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	
40%	VISITOR SAFETY AND PROTECTION Detection of hazardous ocean conditions, rendering assistance to persons and vessels, reporting hazards, station one-dispatch, providing public safety first aid care, safe operation of Code 3 equipped vehicles, proper use of rescue equipment, and the ability to conduct search and rescue operations. Incumbents perform patrol duties by vehicle, boat, and foot patrol; detect and rescue persons or vessels in distress; provide emergency medical aid and resuscitation; notify headquarters of accidents and rescues; prepare reports; remove hazards; assist the public and advise visitors of rules and regulations; and take command in emergencies. Patrol methods- Vehicles, RWC, Rescue Boat Deckhand, Foot Patrol. Advises the public of State Park Rules and Regulations. She/he Informs State Park Peace Officers of continuing problems or violations in the park.	
20%	LEADERSHIP Lead, coach, train, educate, direct, and evaluate Seasonal Lifeguard I staff. She/he will create a highly motivated, cohesive, professional work team. Promote workplace employee safety by adhering to established safety protocols and policies. Identify and correct safety hazards whenever possible and inform the Permanent Lifeguards of the hazard if unable to remedy. Follow the district lifeguard operations handbook. They will always establish chain of command and communicate with the Lifeguard Supervisor.	
10%	ADMINISTRATION	

	Organizational skills-Documentation forms including patient assessment, rescue cards, timesheets, minor employee injuries, daily patrol logs, vehicle mileage logs, equipment checklists, and other related forms. She/he will adhere to the seasonal lifeguard expenditure plan.	
10%	MAINTENANCE Participate in the maintenance and repair of equipment and facilities. Inform permanent staff of issues with equipment and facilities. Perform maintenance on emergency rescue equipment, vehicles, and vessels. Proactive and Self-Starter a must!	
10%	RESOURCE MANAGEMENT/RECREATION Preserve and protect the parks' natural resources. Provide a high quality and safe recreation experience.	
5%	INTERPRETATION AND EDUCATION Educate the park visitors through impromptu programs, campfire talks, school talks, and community outreach. May be called to assist with Junior Lifeguards and/or substitute if necessary. Assist in the training of personnel in all phases of life-saving activities and operation and maintenance of emergency rescue equipment; and may do other related work.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
Office work, outdoors, inclement weather conditions, weekends, holidays, odd and unusual hours.		
TELEWORK DESIGNATION:		
This position is designated as NOT Telework Eligible.		
SPECIAL REQUIREMENTS:		
<ol style="list-style-type: none"> 1. Minimum of two seasons as State Park Seasonal Lifeguard I. 2. Public Safety First Aid training (or higher), CPR, Beach and Code 3 driving, Valid California Driver's License and an approved DMV Driving Record. 3. Completion of the annual 1,000 yard ocean swim test, under 20 minutes 4. Availability in spring and fall weekends, and 4 days a week in the summer. 		
<p>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.</p>		
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