



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Division	Lifeguard I (Seasonal)	549-913-0993-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Channel Coast District	Lifeguard I (seasonal)	R07
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Ventura Sector	Ventura Sector Park Units	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required		State Park Peace Officer (Lifeguard) Supervisor
☒ Housing is not available		
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☒ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
A Lifeguard (seasonal) I is perhaps the most visible and important position on the beach. This position is Responsible for the front-line defense of both aquatic and non-aquatic emergencies. A Lifeguard I will understand that visitor safety and service to the public is the key objective, with Aquatic Safety being the priority. Such assistance and service shall be provided both promptly, professionally and courteously. A Lifeguard I is directed by an assigned staff of Lifeguard (seasonal) II employees, Permanent State Park Peace Officers, and Supervising State Park Peace Officers. Each Lifeguard I will be assigned a direct SPPO Supervisor. The Lifeguard I will adhere to the chain of command. Routine requests for assistance and Work-related directions will be made by contacting the Lifeguard II assigned to the employee. Matters of urgency or of a timely nature may be directed to the assigned SPPO Supervisor or in his/her absence the SPPO staff. The Lifeguard I may work at various locations in the district as needed. <i>All percentages are estimates and can vary depending upon the time of year, individual employee skill level and operational need.</i>		
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	
65%	<u>Public Safety:</u> Performs aquatic rescues and administers first aid consistent with departmental training and protocols. Establishes and maintains effective lines of communication between adjacent towers, beach patrol units, rescue vessels, and lifeguard headquarters. Displays professionalism through personal grooming, proper and neat uniform, attitude, behavior, and reliability. Demonstrates an understanding, and adherence to the procedural guidelines of the Aquatic Operations Handbook and the District Orientation Guide. <u>Aquatic Safety:</u> Watches designated sections of water from an assigned station to detect persons in distress. Recognizes the use of unsafe practices, and hazardous water conditions. Whenever possible, removes hazardous articles from the sand and/or water. Warns Park Visitors of possible hazards in or near the water. Rescues persons or vessels in distress using provided rescue equipment. Maintains telephone and/or radiocommunications with headquarters regarding all rescues.	

	Notifies adjacent towers regarding rescues when needed. Monitors adjacent tower activity and provides backup as required. Participates in aquatic search and rescue/recovery operations when needed. Performs aquatic patrols according to vehicle operation protocols. Remains in constant contact with dispatch throughout shift. Does not leave patrol area without receiving authorization from a supervisor. Assists with efforts to monitor water quality and required public postings of warnings and closures. <u>Beach Safety/ Rules and Regulations:</u> Recognizes beach hazards, notifies headquarters of such hazards, and remedies/removes such hazard as needed. Becomes familiar with and enforces all pertinent park rules and regulations. Reports problems related to protection of park visitors, natural resources, or real property. Reports public complaints or misunderstandings to lead person, if unable to solve to visitor satisfaction. Contacts dispatch regarding lost children, reports of lost children and reported drownings in accordance with established procedures. <u>First Aids:</u> Notifies headquarters of type and location of all reported first aids. Administers first aid and assistance for both aquatic and non-aquatic emergencies, such as vehicle accidents, burns from fires, sudden illness and accidents relating to recreational and day use activities. Applies first aid to those in need, including highly specialized techniques such as rescue breathing and cardiopulmonary resuscitation. Completes all paperwork and reports relating to performed first aids. <u>Relief/Break Guard:</u> If reporting to Lifeguard HQ, Notifies Dispatcher on arrival to work and receives instructions regarding Headquarters building maintenance. Performs daily cleaning/organization of various areas inside and outside of the Lifeguard Headquarters building. Areas to include (but not limited to) locker rooms, bathrooms, offices, dispatch area, windows, first aid room, garage, exterior walkways and driveways.
10%	<u>Facility / Equipment Maintenance and Security:</u> Performs daily inspection and maintenance of towers, first aid kit and rescue equipment. Inspects at the start of each shift, tower or vehicle and safety items, along with the surrounding tower area, and corrects deficiencies or reports them to the lead person or dispatch immediately. Performs maintenance duties as requested. Promotes facility, equipment, and employee security. Keeps headquarters facility secured/locked at all times (except for front entrance when appropriate). Maintains lifeguard patrol vehicle in a clean and professional state. Immediately informs Supervisor/lead person of all vehicle damage or accidents, no matter how minor. Performs vehicle servicing at end of each shift. Includes washing, drying, cleaning and vacuuming interior, restocking supplies, refueling, and completing vehicle usage log. Periodically details vehicle for preventative maintenance. Includes waxing, polishing, and other measures to arrest rust, corrosion, and deterioration.
10%	<u>Interpretation and Information:</u> Attempts to remedy visitor complaints by providing courteous and factual information; forwards unresolved visitor complaints to supervisor / lead person. Immediately informs supervisor/lead person of all visitor complaints, no matter how minor. Assist the public and provides accurate information in response to question in a courteous and professional manner. Provides scheduled and impromptu educational programs related to beach safety, tidepools, marine life, and underwater park. Performs domestic and wildlife control and informs visitors of regulations. Participates in district interpretive programs to help make visitors aware of function and importance of State Lifeguard Services and swimming and boating safety. Participates in public information programs in schools, organized groups and community affairs (including Junior Lifeguard Program.)

10%	Administration: Completes paperwork in an accurate, neat, and timely manner. Submits a complete and correct TEMPO timesheet on time. Completes and routes DPR 405 cards, DPR 385's, and other public safety reports daily. Makes immediate corrections when needed. Immediately notifies supervisor / lead person of any missing or late public safety reports. Promptly submits scheduling availability. Completes appropriate paperwork for schedule switch requests. Immediately reports employee injuries to supervisor / lead person. Informs dispatch of receipt of any lost and found items. Attend aquatic and general staff meetings on time and incomplete uniform. Completes and files daily and monthly activity logs. Reviews Lifeguard I (seasonal) duty statement with a Lifeguard II (seasonal) staff during first scheduled shift of season. Completes signature block and returns to Lifeguard II (seasonal), lead person, or supervisor.	
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		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible		
SPECIAL REQUIREMENTS:		
Possession of a valid class C driver's license is required.		
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