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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field Division	Lifeguard II (Seasonal)	549-928-0990-901
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
Orange Coast District	Lifeguard II (Seasonal)	R07
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
North Sector	Crystal Cove State Park	
STATE HOUSING		**IMMEDIATE SUPERVISOR**
State Housing is not 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 Lifeguard II (Seasonal) is a uniformed, lead-person position responsible for ensuring visitor safety, protecting park resources, and providing leadership to Lifeguard I (Seasonal) staff. Lifeguard II shall perform various tasks necessary to ensure that public health and safety standards are maintained including the detection of hazardous ocean conditions, performing aquatic rescues, and proactively educating the public in beach safety. Operate Code 3-equipped vehicles and rescue equipment. Enforce park rules and provide public safety-first aid. Train, coach, and evaluate Seasonal Lifeguard I staff. Promote workplace safety and follow established protocols. Communicate with supervisors and adhere to the Aquatic operations handbook. Complete documentation such as statistics logs, rescue reports, timesheets, and equipment checklists. Assist with the repair and maintenance of lifeguard equipment and facilities. Resource management and protect Park resources to ensure a high-quality visitor experience. Provide educational programs and community outreach.

*All percentages are estimates and can vary depending upon the time of year, individual employee skill level, and operational need.

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
50%	**Public Safety / Patrol** Ensures visitor safety by monitoring aquatic and visitor activity from assigned lifeguard tower, patrol unit, or patrol vessel. Removes hazards from beach, lake, and other day use areas. Performs safety contacts, aquatic rescues and performs emergency medical aid and resuscitation per DPR protocols. Monitors Park conditions including beach activity, wind, weather, and water conditions and takes action and advises public safety staff as necessary. Communicates with dispatch and coordinates rescue activity. Participates in aquatic and non-aquatic searches for missing persons to include walking, driving, swimming, dive line, and vessel searches. Ensures towers and equipment are maintained in safe and working order and stocked with appropriate supplies. Utilizes appropriate lifeguard equipment to facilitate rescues and tasks including but not limited to rescue tubes, fins, mask, paddle board, vessel, and personal watercraft.
20%	**Leadership** Leads and directs Lifeguard I (seasonal) in first aid, aquatic and emergency procedures. Conducts periodic skills review, provides positive reinforcement for proper performance and coaching where improvements needed. Immediately advises supervisor / lead person of observed performance deficiencies. Completes Field Performance Reports when needed. Immediately reviews report with Lifeguard I (seasonal) and

	notifies supervisor / lead person. Provides leadership and counseling. Sets a good example for others to follow. Promotes morale, openly communicates with supervisor / lead person. Immediately reports ALL policy / procedural violations to supervisor / lead person. Treats public, and fellow employees with courtesy, respect, and professionalism. Follows direction and assignments as given by supervisor / lead person. Assures that uniform and grooming standards are enforced. Reviews related policy with Lifeguard I (seasonal) staff during first scheduled shift of season. Completes signature block and routes to supervisor. Provides orientation to new employees. Reviews Orientation Manual with new Lifeguard I (seasonal) with staff during first scheduled shift of season. Completes signature block and routes to supervisor. Provides scheduled equipment orientation sessions to Lifeguard I (seasonal). Provides opportunity for staff to develop skills by training with equipment such as paddleboards, first aid equipment, and other specialized aquatic safety equipment.
15%	**Dispatch / Communication** Treats public and staff in a courteous and respectful manner. Communicates in a civil and professional manner at all times. Maintains proper radio etiquette and phone communications. Follows radio use guidelines, speaks in a clear and audible tone of voice. Avoids voice inflection, sarcasm, or unprofessional behavior on radio. Answers all radio calls promptly. Interprets State Park Rules and Regulations to the public and staff. Promotes positive relationships with park visitors, district staff, aquatic staff, maintenance staff, permanent staff, park aide personnel, and allied agencies. Maintains a free-flow of information, ideas, and feedback from seasonal to permanent levels and provides prompt dissemination of information and materials to seasonal personnel.
MARGINAL FUNCTIONS:	
%	**TASK/DUTIES**
5%	**Administration** Completes administrative paperwork in an accurate, neat, and timely manner. Completes, collects, reviews, and routes public safety incident reports and other reports on a daily basis. Makes immediate corrections when needed. Immediately notifies supervisor / lead person of any missing or late public safety reports. Assists in scheduling of aquatic safety personnel. Completes scheduling availability inquiries of seasonal lifeguard staff. Processes schedule switch requests. Maintains daily aquatic safety activity statistics. Takes action to eliminate overtime and needless expense. Projects Lifeguard I (seasonal) overtime hours and uses scheduling options to avoid it. Immediately advises supervisor / lead person of overtime expense issues. With consideration to public safety priorities, evaluates weather and visitor use patterns to direct Lifeguard I (seasonal) to change scheduled shifts to reduce spending.
5%	**Facility / Equipment Maintenance and Security** Performs daily inspection and maintenance of facilities. Inspects headquarters and dispatch areas on a daily basis for cleanliness, organization, professional appearance, and proper stocking of supplies and equipment. Empties trashcans at the beginning and end of each shift. Sweeps floors and dusts counter spaces at the beginning and end of each shift. Promotes facility, equipment, and employee security. Keeps headquarters facility secured / locked at all times (except for front entrance when appropriate). Performs monthly vehicle inspections as directed. Removes vehicle keys and locks vehicle when not immediately occupied. Maintains lifeguard patrol vehicle in a clean and professional state. Performs vehicle servicing at end of each shift. Includes washing, drying, cleaning and vacuuming interior, restocking supplies, and refueling. Periodically details vehicle for preventative maintenance (waxing, polishing, and other measures to arrest rust, corrosion, and deterioration.)
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	
Includes but is not limited to beach and ocean open water environment may include lakes and rivers. Work will occur in an outdoor environment with varied weather including sun, wind, and rain.	
TELEWORK DESIGNATION:	
This position is designated as 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**