



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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern Field Division	Pool Lifeguard (Seasonal)	549-688-0994-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Sierra District	Pool Lifeguard	R07
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Alpine Mono / Bodie State Historic Park	Grover Hot Springs State Park	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☒ Housing may be required		State Park Peace Officer Supervisor (Ranger)
☐ 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		
Under supervision of a State Park Peace Officer Supervisor (Ranger) (SPPOS), and guidance from State Park Peace Officers (Ranger) and Pool Lifeguard PI, the Pool Lifeguard (Seasonal) is responsible for the day to day operation of the pools, duties include detecting and performing aquatic rescues, assisting persons distress, performing medical aides and resuscitation measures per DPR protocols and procedures, and preventing aquatic emergencies by making safety contacts and identifying hazards. When the pool facility is open to the public, the seasonal lifeguard always works alongside another employee, usually another Pool Lifeguard (Seasonal), so that one lifeguard is always watching the pools for drowning prevention and is not assigned other duties during that time. Seasonal lifeguards may take incident command during aquatic emergencies, notify peace officers of observed criminal activity, notify supervisors of pool incidents, prepare reports, contact visitors, communicate rules and regulations, and provide education and interpretation. The reporting location for this unit will be at Grover Hot Springs State Park, 3415 Hot Springs Rd, Markleeville, CA 96120. May be required to work weekends and holidays		
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%	AQUATIC SAFETY SURVEILLANCE AND PROTECTIONS: Always ensures visitor safety by monitoring aquatic and visitor activity within the pool facility from the assigned lifeguard station, removes any potential hazard from the pool complex, performs safety contacts, aquatic rescues, preventative actions, and performs emergency medical aid and resuscitation per DPR protocols. Monitors Park conditions, including lightning, wind, weather, and hourly temperature checks of hot and cold pools, record all activities and advises public safety staff as necessary. Enforces the posted State Park Rules and Regulations. Calls for a Peace Officer (Ranger) if the situation requires. Ensures lifeguard station and equipment are maintained in safe working order and stocked with appropriate supplies. Utilizes appropriate lifeguard equipment to facilitate rescues. Maintains pool temperatures in accordance with State, local, and federal laws regulating pool operation; checks chlorine level, pH balance, and bromine level at scheduled intervals; records and reports any violations to pool lifeguard (PI), and Rangers. Reports all unsafe equipment and conditions to the Peace Officer (Ranger) and log.	

25%	MEDICAL AID AND RESUSCITATION: Maintain, at minimum, proper certification in Public Safety-First Aid, CPR, and AED. Recognizes medical emergencies and administers proper assessment medical aid per department and American Red Cross protocols to visitors and staff and ensures care is transferred to proper medical authority.
20%	INTERPETATION/EQUIPMENT MAINTENANCE: Greets and engages with the public, maintaining a positive customer service approach. Provides information about pool rules and regulations to visitors before each session, and answers routine questions about cultural and natural history of the area, as well as the philosophy and operations of the California State Park System. Equipment Maintenance: AED, Med Bag, O2 levels, check pool deck for hazards, handrails, slippery areas, pools and ADA equipment. Notify supervision or maintenance staff of any safety issues. Ensures all equipment is clean, serviceable, and in good repair. Organizes and inventories rescue and medical equipment. Performs daily aquatic facility check and reports any hazards, maintenance needs, or supplies listed on the logs.
10%	ADMINISTRATION/HOUSKEEPING: Prepares timesheets and verifies pool reservation check-ins. Checks the daily logbook and log all other daily, weekly, monthly, and annual reports; prepares patient assessments and incident reports as needed. Maintains lost and found logs and assists with or prepares administrative reports as required. Collects and organizes lost and found items daily. Keeps work areas, including the lifeguard station, office, medical supply area, and other assigned spaces, clean, organized, and functional. Performs light repairs as needed and notifies maintenance or ranger staff of supply or material needs. Secures the facility at the end of each shift.
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	
Work schedule is typically 10 hours a day, up to 4 days a week (4/10) work schedule. Work may include nights, weekends, and holidays. Work will be performed both indoors in the entrance kiosk, and outdoors on the pool deck in all types of weather 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. American Red Cross Pool Lifeguard and Red Cross 1st Aid Certificates are required. The purchase and wearing of a State Park uniform is required. State Park grooming standards must be met. Driving a State Park vehicle may be required to complete assigned duties.	

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