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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Lifeguard (PI)	549-637-0985-902
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
North Coast Redwoods District	Lifeguard (PI)	R07
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
Redwood Coast	Sue-meg State Park	
STATE HOUSING: (Check one)		**IMMEDIATE SUPERVISOR**
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		State Park Peace Officer Supervisor (Lifeguard) / (Ranger)

SENSITIVE POSITION DESIGNATION: (Check if applicable)

☒ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961

POSITION DESCRIPTION

Under general supervision of the State Park Supervisor, the Lifeguard (Permanent Intermittent) performs public safety and visitor services duties required to provide safe, efficient, and effective visitor experience at North Coast Redwoods District's State Parks with a focus on aquatic activities and operations. In addition to performing patrol, and aquatic safety duties, the Lifeguard (PI) performs varied professional and technical duties relating to interpretation, the Junior Lifeguard Program, resource protection and management (Snowy Plover habitat, Marine Mammals), operations, facility maintenance, and program management. May lead seasonal and/or lower level permanent staff in block training.

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%	**PATROL AND PUBLIC SAFETY** Performs patrol and protection in the area of responsibility and sector wide as needed. Patrols park roads, day use areas, campgrounds backcountry, and beaches to provide for visitor safety, observes and takes preventative actions to reduce hazardous visitor activities including aquatic and cliff safety contacts; responds to emergencies and takes appropriate action as directed by Department policy, the law, and training. Trains and participates in inflatable rescue boat and RWC operations, cliff rescue, aquatic rescue, and SAR operations. Performs emergency medical response, completes appropriate public safety (medical) reports, and maintains proficiency in qualifications per Department policy.
25%	**ADMINISTRATION** Completes all necessary paperwork including incident reports, medical reports, and approved news releases pertaining to aquatic activity. Participates in the recruitment, testing, hiring, training, scheduling, and orientation of entry level seasonal lifeguard personnel. Implements aquatic safety and preventative lifeguarding programs. Participates in sector / district lifeguard staff meetings. Acts as co-lead for the sector's seasonal lifeguards. Completes monthly vehicle inspections and schedules necessary repairs and standard preventative maintenance services. Completes and maintains use logs for vehicles and equipment. Instructs and/or participates in related training for lifeguard personnel.

10%	**EQUIPMENT, VEHICLE, WATERCRAFT CARE** Ensure vehicles and watercraft are maintained in a clean, safe, and functional manner. Inspect vehicles, watercraft, and equipment as required. Report deficiencies and ensure corrective action is completed. Maintain facilities according to applicable standards. Ensure cleanliness and functionality of lifeguard equipment and proper storage of equipment in facilities.
10%	**INTERPRETATION** Acts as the Program Coordinator for the North Coast Junior Lifeguard Program. Conducts a variety of interpretive programs in the unit including junior lifeguards, and aquatic safety presentations for schools and local organizations. Coordinates with park partners, and our Cooperating Association, to provide presentations on aquatic safety, and the marine environment. Assists in the implementation and delivery of the sector's safety awareness program.
10%	**PARK OPERATIONS** May act as liaison between other park staff and volunteers. Works in conjunction with parks staff and volunteers to remedy emergent situations pertaining to park operations and visitor services and safety.

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

Days, evening shifts. All weather conditions as well as weekends and holidays.
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. Travel using a state vehicle.

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