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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Field Division	Lifeguard II (Seasonal)	549-716-0990-901
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
Santa Cruz District	Lifeguard II	R 07
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
Santa Cruz Mountains Sector	Henry Cowell Redwoods State Park	
STATE HOUSING: (Check one)		**IMMEDIATE SUPERVISOR**
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		State Park Peace Officer Supervisor

SENSITIVE POSITION DESIGNATION: (Check if applicable)

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

POSITION DESCRIPTION

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. Incumbents may also perform radio dispatching; operate, inspect, and perform maintenance on emergency rescue equipment, vehicles, and vessels; 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.

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 lead volunteer programs; plan work schedules and assignments; prepare public safety and statistical reports; and provide interpretive programs to the public and staff.

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%	**PUBLIC SAFETY/ PATROL** Makes certain that visitor safety and service are recognized as a key objective of all aquatic employees. Affects aquatic rescues and performs first aid consistent with training and protocols; attends and completes Swift Water Rescue Tech I Course and Emergency Medical Technician if candidate does not already possess a departmental recognized license; conducts daily safety inspection and corrects or reports hazards to supervisor / lead person, checks facilities, vehicles, towers, RWC, emergency rescue equipment, multi-use trail, parking lots, beach, and waterline for obvious problems or hazards; assures that all emergency services and administrative procedures are instituted according to the Lifeguard Handbook, District Orientation Manual, Swift Water Rescue Protocols and the Supervisors instructions; operates State vehicles and vessels according to vehicle operation protocols;

	maintains in constant contact with dispatch throughout shift; attempts to remedy visitor complaints by providing courteous and factual information; forwards unresolved visitor complaints to supervisor / lead person; attends refresher training as needed and required by department policy and additional trainings as authorized such as wild land firefighter, LARRO/ basic rope rescue, incident command systems (ICS) and other trainings as assigned for operational need.
30%	**INTERPRETATION AND VISITOR SERVICES** Provides assistance and information to the public with accurate information in a courteous and professional manner verbally, in writing or in person; performs domestic and wildlife control and informs visitors of regulations; may participate 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); may provide other visitor services assistance at the direction of the supervisor to ensure continuity of park operations.
15%	**ADMINISTRATION** Completes administrative paperwork in an accurate, neat, and timely manner; completes, collects, reviews, and routes DPR 405 cards, DPR 268s, and other public safety reports on a daily basis; makes immediate corrections when needed; maintains daily, weekly, and monthly aquatic safety activity statistics; completes and files daily and monthly activity logs; may assist with budgeting and spending plans associated with aquatic safety program; completes daily and monthly 681 and other expense monitoring forms.
10%	**FACILITY AND EQUIPMENT MAINTENANCE** Performs daily inspection and maintenance of facilities and equipment; inspects headquarters and dispatch areas on a daily basis for cleanliness, organization, professional appearance, and proper stocking of supplies and equipment; may perform light housekeeping tasks such as: empty trash can, sweep floors and dusts counter spaces; maintains a lifeguard patrol vehicle in a clean and professional state; performs vehicle servicing including: washing, drying, cleaning and vacuuming interior, restocking supplies, refueling, and completing mileage log.

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