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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Southern Division	Lifeguard I (Seasonal)	549-927-0993-901
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
Orange Coast District	Lifeguard I	R07
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
South Sector	San Clemente State Beach	
STATE HOUSING		**IMMEDIATE SUPERVISOR**
Housing 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

A Lifeguard I (Seasonal) 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 (Seasonal) 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 (Seasonal) is directed by an assigned staff of Lifeguard II (Seasonal) employees, State Park Peace Officers (Lifeguard), and State Park Peace Officer Supervisors (Lifeguard). Each Lifeguard I (Seasonal) will be assigned a direct supervisor (SPPOS (Lifeguard) I). The Lifeguard I (Seasonal) will adhere to the chain of command. Routine requests for assistance and work-related directions will be made by contacting the Lifeguard II (Seasonal) assigned to the employee. Matters of urgency or of a timely nature may be directed to the assigned Lifeguard Supervisor or in his/her absence the SPPO Lifeguard (permanent) staff.

*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
70%	**Public Safety / Patrol** Lifeguards perform aquatic rescues and administer first aid in accordance with departmental training and protocols while maintaining effective communication with adjacent towers, beach patrol units, rescue vessels, and lifeguard headquarters. They display professionalism through grooming, uniform, behavior, and adherence to the Aquatic Operations Handbook and District Orientation Guide. Stationed at designated areas, they monitor water conditions for distress signals, unsafe practices, and hazards, removing dangerous items when possible and warning park visitors. Rescues are conducted using provided equipment, with constant communication maintained with headquarters and adjacent towers. Lifeguards participate in search and recovery operations, conduct aquatic patrols, and assist with water quality monitoring and public warnings. They enforce park rules, identify and remedy beach hazards, address visitor concerns, and coordinate with dispatch regarding lost children and reported drownings. First aid is administered for aquatic and non-aquatic emergencies, including CPR and rescue breathing,

	with all incidents properly documented and reported. Relief or break guards receive instructions at HQ, conduct building maintenance, clean designated areas, wear proper safety gear, and patrol using an ATV along the water's edge to respond quickly to emergencies. They carry essential rescue equipment, manage break schedules fairly, provide relief for dispatchers, and serve as replacements for unit guards as needed.
10%	**Facility / Equipment Maintenance and Security** Lifeguards are responsible for performing daily inspections and maintenance of towers, first aid kits, and rescue equipment. At the beginning of each shift, they inspect their assigned tower or vehicle, including all safety items and the surrounding area, addressing any deficiencies or promptly reporting them to the lead person or dispatch. They carry out maintenance duties as needed and help promote the security of facilities, equipment, and personnel, ensuring that the headquarters always remains secured, except for appropriate front entrance access. Lifeguards also maintain patrol vehicles in a clean and professional condition, immediately reporting any damage or accidents—no matter how minor—to a supervisor or lead person. At the end of each shift, they service vehicles by washing, drying, cleaning the interior, vacuuming, restocking supplies, refueling and reporting any damage or mechanical issues. Periodically, they perform detailed vehicle maintenance, such as waxing and polishing, to prevent rust, corrosion, and deterioration.
10%	**Interpretation and Information** Lifeguards address visitor complaints by providing courteous and factual information, attempting to resolve issues directly and forwarding unresolved concerns to a supervisor or lead person. They promptly report all visitor complaints, regardless of severity. In addition, they assist the public by offering accurate information in a professional and respectful manner. Lifeguards also provide both scheduled and impromptu educational programs covering topics such as beach safety, tidepools, marine life, and the underwater park. They carry out domestic and wildlife control duties while informing visitors about relevant regulations. Participation in district interpretive programs helps educate the public about the role and importance of State Lifeguard Services, as well as swimming and boating safety. Lifeguards also contribute to public outreach by engaging with schools, organized groups, and community programs, including the Junior Lifeguard Program.
MARGINAL FUNCTIONS:	
%	**TASK/DUTIES**
5%	**Administration** Lifeguards are expected to complete all paperwork accurately, neatly, and in a timely manner. This includes submitting a complete and correct timesheet through Tempo on time, as well as completing and routing public safety reports, daily statistics, and other forms with immediate corrections made when necessary. Any missing or late reports must be reported to the supervisor or lead person without delay. Scheduling availability must be promptly submitted via Humanity, and appropriate forms must be completed for any schedule switch requests. Employee injuries are to be reported immediately to the supervisor or lead person. Additionally, dispatch must be notified of any lost and found items received. Lifeguards are required to attend aquatic and general staff meetings punctually and in full uniform. When assigned dispatch duties, they must follow the guidelines outlined in the Lifeguard II (Seasonal) duty statement and are responsible for completing and filing both daily and monthly activity logs.
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