



# VILLAGE OF WINNECONNE

*The Community of Opportunity*

30 South First Street • P.O. Box 488 • Winneconne, Wisconsin 54986-0488 • 920-582-4381

[www.winneconnewi.gov](http://www.winneconnewi.gov)

Job Title: Lifeguard  
Department: Public Works Department  
Reports To: Aquatics Manager / Head Lifeguard  
FLSA Status: Part-Time/Seasonal  
Revised By: Kirk Ruetten Director of Public Works  
Revised Date: March 2019  
Approved By: Mitch Foster  
Approved Date: Effective Date: March 12, 2019

## SUMMARY

Under the supervision of the Marble Park Swimming Beach Manager and in the absence of the Manager and the Head Lifeguard, the Swimming Beach Lifeguard has the responsibilities of maintaining order at the pool facility by preventing accidents through the enforcement of policies, rules, regulations, and ordinances governing the conduct of patrons. Lifeguards are also responsible for monitoring the pool facilities for potential hazards or unsafe conditions, providing first aid to patrons, custodial duties in maintaining the Beach facilities, public relations, and all other duties as necessary or required. This position requires weekend and holiday work. This position is a part-time seasonal position with the Village of Winneconne.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following: (Other duties may be assigned)

- Carry out all duties assigned by the Swimming Beach Manager and Head Lifeguard
- Perform First Aid and CPR when called upon
- Safety
- Watch the assigned area in rotation to prevent accidents and injuries. See that necessary precautions are observed to insure the health, safety, & welfare of patrons
- Aid the pool manager and assistant manager in every way necessary to keep the pool facility running smoothly
- Report promptly at assigned time of duty and remain on duty status until the designated shift has been completed
- Enforce the Village of Winneconne's Swimming Beach rules and regulations and adhere to the policies of the facility and aid in controlling the behavior of those patrons who use the facility. (Remind patrons of Beach rules when necessary in a polite, firm manner, and contact management if necessary.)
- Maintain positive public relations at the swimming pool
- Document and reports all disciplinary problems and accidents to the Manager or Assistant Manager, reports will be neat and concise
- Custodial duties in maintaining a clean facility including but not limited to bathrooms, trash picked up in and outside of facility, pool vacuumed
- Inform the Manager or Head Lifeguard when supplies are needed and if equipment needs repaired
- Attend all scheduled staff meetings and trainings
- Swim 500 yards every week, no exceptions.
- Check all gates and doors at closing time
- Other duties as deemed necessary or as required.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

Must have Lifeguard Training Certification, CPR & First Aid Certification.

Age: Must be sixteen years of age or older.

## **NECESSARY KNOWLEDGE, SKILLS, and ABILITIES**

- The ability to readily accept instructions from those in a supervisory capacity; to be able to accept constructive feedback; and to project good public relations.
- The ability to follow department policies and procedures and to concentrate on tasks in the presence of distractions. Be able to understand and follow instructions.
- This employee should have excellent public relation, oral and written communication skills.
- This employee must be able to count money and change correctly. Worker will be trained to operate equipment properly.
- The ability to problem solves is a factor in this position especially when he/she encounters problems, answering questions and concerns of the general public and customers who may be dissatisfied with policies and procedures.
- The ability to make decisions concerning enforcement of policies and rules and performing daily duties in the most efficient manner.
- The ability to interact appropriately with the general public, co-workers, supervisory personnel, and other departments are expected as well as occasional contact with members of the Village Board.

## **PHYSICAL DEMANDS**

Physical exertions to manually move, lift, carry, or push heavy objects. Climbing in and out of the swimming pool, up and down ladders. Employee should have the ability to express or exchange ideas by means of verbal and written communication as well as the ability to convey detailed or important instructions to other employees and the general public.

## **WORK CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is frequently exposed to high, precarious places. The employee constantly is exposed to wet and dry conditions, fumes, toxic or caustic chemicals.

## **SELECTION GUIDELINES**

Formal application, review and rating of education and experience, job related written test, oral interview and a reference check. A practical exam may be required.

**MISCELLANEOUS:**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Job description reviewed by the department:

Director of Public Works

