

**CITY OF NORTH MYRTLE BEACH, SOUTH CAROLINA  
JOB DESCRIPTION**

**JOB TITLE: LIFEGUARD  
BEACH SERVICES DIVISION**

**GENERAL STATEMENT OF JOB**

Under regular supervision, performs responsible life-saving work in the Beach Services Division. Work involves using independent judgment in dealing with dangerous or unusual situations, exercising safety practices and procedures. Reports to the Director of Public Safety or his designee.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Loads and returns lifeguard gear from lifeguard boxes.

Cleans lifeguard stands and gear at end of shift.

Monitors hazardous environment (such as water conditions), etc.

Answers questions from the general public, provides directions and provides general assistance.

Performs maintenance on equipment as required.

Administers first aid to the injured in emergency cases.

Removes persons from dangerous situations and administers first aid to injured persons as required.

Records information concerning events that took place during tour of duty, and records such activity in the manner as prescribed by the department.

May work under stressful, high-risk conditions at times.

Participates in required physical fitness activities.

Takes active charge in serious or unusual situations.

Practices safety procedures in answering and responding to calls. Utilizes personal watercraft in water rescue.

Attends shift meetings, seminars, and training sessions as required to remain knowledgeable of operations and promote job performance.

Prepares, processes, and/or transmits various reports as required such as incident reports, water craft reports, time sheets, training reports and general complaints.

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Refers to manuals, texts, drawings, documents, etc. such as City Lifeguard Training Manual, and various other documents related to job duties.

Interacts with groups, individuals, etc., such trainees, customers, supervisors, and the general public.

Operates an ATV to patrol the beach. Uses floatation equipment in rescue situations. Operates radio equipment for dispatch.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

High school and minimum age 16, good physical condition; possession of all members of both upper and lower extremities; must have vision correctable to 20/20; good character and reputation; or any equivalent combination of acceptable training and experience. Must have a valid driver's license. Must possess or be able to obtain certification as a lifeguard by meeting United States Lifesaving Association (USLA) minimum standards.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate an automobile, police equipment, fire equipment, watercraft, etc. Must be able to exert up to one hundred pounds of force occasionally, and/or up to fifty pounds of force frequently, and/or up to twenty pounds of force constantly to move objects. Must be able to lift and/or carry weights of ten to one hundred pounds. Must be able to swim 500 meters under 10 minutes or less and run one half mile in 3 minutes and 15 seconds.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants. Includes receiving assignments and/or directions from supervisors.

**Language Ability:** Requires the ability to read a variety of informational documents, incident, accident and evidence reports, etc. Requires the ability to prepare accident reports, and etc., using prescribed format and conforming to all rules of punctuation, grammar, diction and style. Must be able to speak with poise, voice control and confidence; and to articulate information to others. Must be able to pass an oral English Exam as administered by a certified South Carolina Teacher.

**Intelligence:** Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.

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**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine decimals and percentages; and to determine time and weight.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width, and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using police equipment, fire equipment, and an automobile.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. The worker needs to relate to people in situations involving more than giving or receiving instructions. Must be adaptable to performing under minimal levels of stress when confronted with an emergency.

**Physical Communication:** Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

## **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the policies, procedures, and methods of the Beach Service Division as they pertain to the performance of duties of the Lifeguard. Has knowledge of State and local laws, regulations, and ordinances as they pertain to the specific responsibilities of the position. Has knowledge of approved water rescue methods and specific medical aid techniques. Is able to rapidly learn rules and regulations relating to park and beach activities. Is able to exercise tact, fitness, and good judgment in enforcing such rules and regulations. Is able to prevent dangerous situations from arising, to recognize emergencies, and to take effective action. Is skilled in surf swimming, lifesaving, and medical aid. Is able to maintain control in various situations wherein danger is present. Is able to develop and maintain effective communications and relationships with all departments and agencies involved in the activities of the job. Is skilled in the use of maintenance and safety practices as required for the position. Is familiar with the beach area and understands tourists. Has knowledge of how to operate equipment as required in the completion of daily activities such as ATV's and watercraft. Is able to perform duties necessary to promote the safety and welfare of the general public. Is able to react quickly and calmly in dangerous and emergency situations. Is able to use independent judgment and discretion as necessary in the performance of routine and non-routine activities. Is able to comprehend, interpret, and apply regulations, procedures, and related information. Is able to use independent judgment in a wide array of circumstances from routine tasks to extremely critical situations. Is able to work in stressful, high-risk conditions. Has knowledge of how to operate telecommunications radio equipment. Is able to prepare incident reports and testify in court as required.

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**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interface with all City departments and divisions, co-workers and customers, and the general public.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

**Dependability:** Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, City policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends work regularly and on time with a minimum of tardiness and absences and adheres to City policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgments in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with City policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within City.

**Relationships with Others:** Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by City and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

## LIFEGUARD

**DISCLAIMER:** This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.