



CITY OF BUENA PARK
invites applications for the position of:

Lifeguard - Spring & Summer Programs

SALARY: \$15.50 - \$18.80 Hourly

OPENING DATE: 01/05/23

CLOSING DATE: Continuous

JOB BULLETIN:

*Applications will be accepted on a **CONTINUOUS BASIS** until positions are filled. **Apply early! This position may close at any time without notice.** Interested parties are strongly encouraged to submit application materials as soon as possible.*

**The City of Buena Park Community Services Department
is seeking responsible, enthusiastic, and energetic Lifeguards**

Help create a fun, safe atmosphere at the local pool this summer in the community of Buena Park! Be a hero, enjoy the sun, and have fun - *all while earning money!* The City of Buena Park seeks fun, responsible individuals for lifeguard duties observing swimmers, enforcing rules, guarding life and preventing accidents. ***Lifeguard Certification Training will be provided!***

These positions require the availability to work a flexible schedule that may require nights, holidays, and weekend work assignments.

GENERAL PURPOSE

Under general supervision, the Lifeguard applies lifesaving and swimming principles and practices; first aid principles and practices; and does related work as required.

DISTINGUISHING CHARACTERISTICS

This is a part-time, non-benefited, position. This position provides an opportunity for incumbents with an interest in pursuing a career in municipal government to learn about municipal government functions and gain experience by completing tasks and special assignments related to the program area.

ESSENTIAL FUNCTIONS

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

1. Maintains and works safely with materials and equipment involved in the maintenance and operation of swimming pools.
2. Performs maintenance and cleaning services of pool and other assigned areas.
3. Establishes and maintains effective relationships with those contacted in the course of work.
4. Maintains accurate records, daily logs, and prepares incident, accident, and operations reports.

5. Passes initial and follow-up tests of safety and pool procedures as well as successfully complete routine skills testing such as backboard drills and CPR reviews.
6. Attends and participates in staff trainings and exercise workouts during evening hours or weekends as assigned.
7. Ensures an excellent guest experience.
8. Adheres to City and departmental policies and procedures.
9. Observes and supervises swimmers in the pool areas.
10. Identifies and prevents unsafe conditions or potential hazards.
11. Identifies and rescues persons in distress or in danger of drowning; provides emergency care as necessary.
12. Explains and enforces pool rules, regulations and facility use in order to provide a safe and accident-free pool environment.
13. Monitors water clarity, inspects pool facilities, and reports unsafe conditions.
14. Removes and replaces pool covers and lane lines.
15. Provide customer services and information to guest, report complaints, special requests, safety conditions, security issues and illegal activity.
16. May assist and/or instruct swim lessons.
17. Assists with citywide special events and community recreation activities.

QUALIFICATIONS GUIDELINES

Knowledge of:

Professional lifesaving standards; methods of organizing, conducting and supervising aquatic programs; swimming pool rules and general care of children.

Ability to:

Perform basic arithmetic; plan, organize and conduct aquatic programs to completion; maintain accurate records and prepare reports and communicate effectively both orally and in writing; establish and maintain effective working relationships with co-workers, volunteers, participants, and the public; pass a swim test, and demonstrate the ability to perform Cardiopulmonary Resuscitation (CPR), Automated External Defibrillator (AED), and administer lifesaving measures and first aid.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is frequently required to walk, sit, stand, swim, run, turn, twist, bend, balance, push, pull, reach, lift, carry, climb, stoop, kneel, crouch or crawl. The employee is occasionally required to use hands to touch, handle, or operate objects, tools, or controls; must be able to move up to 100 pounds; may be exposed to direct sunlight, heat, wet and/or humid conditions, toxic, chlorinated water and caustic chemicals.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with staff, management, vendors, contractors, the public, and others encountered in the course of work.

WORK ENVIRONMENT

Employees typically work outdoors at City recreation pools, facilities, and venues; required to perform physical work.

EDUCATION/TRAINING/EXPERIENCE:

Any education, training, or experience that provides the required knowledge and abilities. A typical way to obtain these would be direct experience in leadership, volunteerism, or participation in aquatic activities.

LICENSES/CERTIFICATES/SPECIAL REQUIREMENTS:

All Lifeguard applicants must possess the following valid American Red Cross Certifications: Cardiopulmonary Resuscitation (CPR), Automated External Defibrillator (AED), Lifesaving for the Professional Rescuer, Standard First Aid (or equivalent) **within 30 days of appointment.**

All applicants must be a minimum of sixteen (16) years of age or older at the time of application.

APPLICANT INFORMATION/EXAM WEIGHT:

Interviews and Water Assessment are REQUIRED exams for this position.

Applicants must file a concise and complete City application regarding their qualifications for the position online through the Human Resources Department web page at www.buenapark.com/hr as soon as possible. Applications may be accompanied by a resume describing experience, education, and training in relation to the requirements of the position, however, resumes will not be accepted in lieu of a City employment application.

All applications will be reviewed and only those candidates determined to be **most qualified** on the basis of experience and education, as submitted, will be invited to participate in the selection process. The selection process may include but is not limited to oral interview and/or written exams and oral presentations. Successful candidates will be placed on the employment eligible list from which hires may be made. The list is valid for up to one year unless exhausted sooner.

The City of Buena Park is an Equal Opportunity employer and does not discriminate on the basis of race, color, creed, ancestry, national origin, gender, marital status, sexual orientation, religion, age, veteran status, or disability.

The City of Buena Park Alcohol and Drug Abuse Policy requires that all applicants undergo drug and alcohol testing prior to employment.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.buenapark.com/HR>

6650 Beach Boulevard
Buena Park, CA 90620
714-562-3515
714-562-3512

jobs@buenapark.com

Position #23-00477
LIFEGUARD - SPRING & SUMMER PROGRAMS
DA

Lifeguard - Spring & Summer Programs Supplemental Questionnaire

- * 1. To better evaluate your qualifications for this position, responses to this supplemental questionnaire are required. The information you provide will be used to determine your eligibility to continue in the selection process. An incomplete and inaccurate application may lead to disqualification. It is your responsibility to fill out the application thoroughly and accurately. Resumes will not be accepted instead of completing these

questions. Please provide concise, descriptive, and detailed information when answering the questions. If you do not have experience, please write "NONE". NOTE: 'See resume', 'See above', or copy and paste of your resume are not considered qualifying responses and will not be considered when evaluating your qualifications.

I acknowledge receipt of this information and understand the instructions.

* 2. Are you a minimum of sixteen (16) years of age or older at the time of application?

Yes

No

* 3. What is your highest education completed?

No Diploma

High School or G.E.D.

Some College - 59 units or less

Some College - more than 60 units

Associate's Degree

Bachelor's Degree

Master's Degree

* 4. Are you available to work different shifts including nights, holidays, and weekends?

Yes

No

* 5. Please list the days/hours you are available to work.

Monday Morning

Monday Afternoon

Monday Evening after 4:00 pm

Tuesday Morning

Tuesday Afternoon

Tuesday Evening after 4:00 pm

Wednesday Morning

Wednesday Afternoon

Wednesday Evening After 4:00 pm

Thursday Morning

Thursday Afternoon

Thursday Evening after 4:00 pm

Friday Morning

Friday Afternoon

Friday After 4:00 pm

Saturday Morning

Saturday Afternoon

Saturday After 4:00 pm

Sunday Morning

Sunday Afternoon

Sunday After 4:00 pm

Holidays

* 6. How many years of paid or volunteer experience do you have working in an aquatic program?

No experience

Less than 6 months experience

6 months to less than 1 year experience

1 year to less than 2 years experience

2 to less than 3 years of experience

3 to less than 4 years of experience

4 to less than 5 years experience

5 years or more experience

7. Do you possess a Cardiopulmonary Resuscitation (CPR) certification?

Yes No

8. Do you possess a Standard First Aid (or equivalent) certification?

Yes No

* Required Question