

**PLEASE POST FOR ALL APPLICANTS TO READ**  
**Macon Bibb County Government**

<b>POST DATES:</b> 02/21/2017 to Until Filled	<b>EEOC CODE:</b>	<b>CLASS CODE:</b>
<b>CLASSIFICATION TITLE:</b> Head Lifeguard		
<b>JOB CLASS (GRADE):</b>		<b>HOURLY RATE:</b> \$10.43
<b>LOCATION:</b> Recreation – Lake Tobesofkee		<b>WORK HOURS:</b> Varies
<b>DEPT. HEAD:</b> Reginald Moore		<b>WORK WEEK:</b> Varies
<b>(X) REPLACEMENT    () NEW REQUIREMENT</b>		

**Job Summary:**

Under general supervision of the Head Law Enforcement Ranger, ensures the safety of patrons of an aquatic facility by preventing and responding to emergencies.

**Duties and Responsibilities:**

1. Maintains constant surveillance of patrons in the facility; acts immediately and appropriately to secure safety of patrons in the event of emergency.
2. Provides emergency care and treatment as required until the arrival of emergency medical services.
3. Presents professional appearance and attitude at all times, and maintains a high standard of customer service.
4. Performs various maintenance duties as directed to maintain a clean and safe facility.
5. Prepares and maintains appropriate activity reports.
6. Performs miscellaneous job-related duties as assigned.

**Minimum Qualifications:**

1. High School Diploma with 6 months to 3 years' experience directly related to the duties and responsibilities specified. Water Safety Instructor and CPR Certified.
2. Current certification as Lifeguard by a recognized source of training.
3. Ability to react calmly and effectively in emergency situations.
4. Skill in the application of lifeguarding surveillance and rescue techniques.
5. Ability to pass a pre-employment physical skill evaluation as stipulated by the department.
6. Ability to prepare routine administrative paperwork.
7. Knowledge of CPR and emergency medical procedures.
8. Ability to follow routine verbal and written instructions.
9. Knowledge of customer service standards and procedures.

**Working Conditions:**

1. Works both in a temperature controlled office environment and outside as required by the job.
2. Work involves sitting, standing, stooping, bending, climbing, lifting light objects.
3. While performing the duties of this job, the employee occasionally works near moving mechanical parts, and pool mechanical systems.
4. The employee constantly is exposed to wet and dry conditions, fumes, toxic or caustic chemicals.

5. The noise level in the work environment is usually loud when in the facility.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL  
JOB FUNCTIONS**

**Language Skills:**

Ability to read and understand written materials. Ability to effectively communicate information to supervisors, co-workers, and the general public.

**Mathematical Skills:**

Ability to work with basic mathematical concepts such as addition, subtraction, multiplication, and division.

**Communication Skills:**

Must be able to effectively communicate orally and in written form in a professional manner in order to give or exchange information, resolve problems, and/or provide service. In addition, this position requires extensive contact with other employees, the general public, and public officials, often involving problem-solving circumstances.

**Reasoning Ability:**

Ability to interpret and understand a variety of forms, reports, manuals, regulations, and other means of instruction and guidance.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires light-to-medium demands with intermittent sitting, standing, walking, computer use, and occasional lifting of lightweight objects.

**Work Environment:**

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. The work environment is primarily an outdoor work area, although the incumbent is occasionally required to work outdoors and is exposed to inclement weather conditions.

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*If you feel you qualify for the above position, you may obtain an application at the Human Resources Office or complete the General Application located at [www.maconbibb.us](http://www.maconbibb.us). Applicants who are not selected to fill the position will be notified by mail. Position postings are to remain posted for at least seven (7) working days before the position is filled so that all applicants qualified for the position will have the opportunity to apply.*

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**