

Park Aide / Lifeguard

Payroll Job Code - 10185

SALARY RANGE

Step 1	Step 2	Step 3	Step 4	Step 5
\$12.59	13.52	14.49	15.42	16.37

DESCRIPTION

Provide assistance in the daily operations of Napa County Regional Park and Open Space District facilities and perform the tasks necessary to promote public safety in a park setting and at an aquatic facility by lifeguarding.

DISTINGUISHING CHARACTERISTICS

This is a variable hour Temporary (non-benefited) position with the Napa County Regional Park and Open Space District that performs a variety of lifeguarding, general maintenance, grounds keeping, and visitor support activities as directed by District Management.

SUPERVISION RECEIVED AND EXERCISED

In most cases direct supervision will be provided by a Park Steward, functional supervision may be provided by a Park Steward Assistant.

No direct supervision is exercised over others.

EXPERIENCE AND EDUCATION

Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

No experience required. Previous customer service and/or park maintenance experience desirable. Lifeguard experience highly desirable.

Education:

Must be sixteen years of age or older at date of hire. Completion of sophomore year in high school is desirable.

License or Certificate:

Must successfully complete employer-provided lifeguard training.

Desirable certifications:

Possession of a current CA Drivers License. A current "Water Safety Instructor" (WSI) certificate from the American Red Cross or its equivalent, a "current CPR/AED for the Professional Rescuer" Instructor certificate from the American Red Cross or its equivalent, and/or a current "Lifeguard Training" Instructor certificate from the American Red Cross or its equivalent.

EXAMPLE OF DUTIES:

The following duties are typical for this classification. Incumbents may perform some or all of the listed duties and may be required to perform additional duties as assigned to address business needs and changing business practices.

Perform the tasks necessary to promote public safety at an aquatic facility by lifeguarding and visitor services in a park setting. Monitor activities in aquatic areas to prevent accidents: enforce regulations, caution swimmers regarding unsafe swimming activities, rescue swimmers in danger of drowning, administer first aid, and maintain order in aquatic areas.

Participate in and successfully complete lifeguard training sessions.

Inspect pool and pool facilities for cleanliness, keeping aquatic area clean and free from hazards. Inspect and maintain equipment and materials in proper working order. Take reports from the public; fill out incident reports, training logs, and other forms and paperwork as required.

Patrol campground and use areas to promote health, safety and welfare of visitors enforce park rules.

Check in visitors and campers coming into the park and manage reservation system.

Collect required day use and/or camping fees.

Enforce park rules and regulations to protect the public and the environment.

Perform a wide variety of maintenance tasks such as repairing benches, tables, plumbing, sprinkler and water systems, and playground equipment.

Maintain campsites, roads, Visitor Center, trail areas and other Park facilities.

Provide minor first aid to visitors as required.

Prepare and maintain required records for park activities including; amount of fees collected and sales made.

Perform light custodial maintenance activities including cleaning of public restrooms and emptying of Park trash cans.

Protect and manage natural resources.

Provide information to the public by answering questions and explaining facility policies and regulations.

Assist in event set-up and clean-up.

Record and check reservations in the Park's automated reservation system.

Perform other duties as assigned.

Perform minor trail maintenance.

TYPICAL QUALIFICATIONS

KNOWLEDGE OF:

Lifeguarding.

Basic hand and power tools used in buildings and grounds maintenance work.

Cash handling and safeguarding money.

Basic functions and services of a park.

Park Rules and Regulations in order to report unlawful conduct

Principles of customer service.

Basic safety procedures and practices to be used in the workplace.

Basic operation of a computer.

SKILL TO:

Understand and follow oral and written instructions.

Add and subtract sums of money and to make correct change.

Learn the rules, regulations, policies and laws governing the operation of a District facility.

Maintain accurate records and write reports.

Perform routine maintenance and custodial tasks.

Work effectively with volunteers and the general public.

Properly and safely use and care for hand and power tools used in buildings and grounds maintenance work.

Tactfully provide park information, including rules and regulations to volunteers and visitors.

ABILITY TO:

Meet the physical requirements of lifeguard certification.

Work evening, holiday and weekends hours.

Smell and detect smoke and potentially hazardous chemicals and gases.

Perform heavy manual labor associated with Park construction and maintenance tasks which may include lifting objects weighing up to 40 pounds.

Perform tasks which include the full range of body movements involving reaching, bending, grasping and climbing.

Work outdoors in all types of weather conditions and may also be required to work in or around hazardous conditions.

Travel to different sites and locations within the Park.

NOTE:

REV DATE 3.26.19 CMC, SALARY BOARD APPROVED 5.14.2018

The individual(s) chosen for hire must be able to pass a criminal background check. A District medical examination may additionally be required.

The Napa County Regional Park and Open Space District is an equal opportunity employer and encourages applicants from diverse backgrounds to apply.