



## ***Rio Arriba County*** **VACANCY NOTICE**

<b>JOB TITLE:</b>	<b>Lifeguard</b>
<b>Department:</b>	<b>Public Works/ Recreation Division</b>
<b>Primary Location:</b>	
<b>Hourly:</b>	<b>C-03 Per Pay Schedule</b>
<b>Position Status:</b>	<b>Full-Time</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Closing Date:</b>	<b>Open Until Filled</b>
<b>Posting Date:</b>	<b>January 31, 2023</b>

*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

### **Primary Purpose:**

Under general supervision of the Public Works Director/Recreation Supervisor or designee, candidate will perform Life Guard duties and perform other duties as assigned. Employee will also perform Recreational Duties as needed.

*The general level and nature of this position are described in the headings below. This is not an all-inclusive list of all responsibilities/ duties/ and skills required of personnel in this classification. Duties responsibilities and activities may change at any time with or without notice.*

### **Knowledge / Skills:**

- Good knowledge to explain and enforce safety rules and regulations in all swimming areas.
- Lifesaving skills, CPR skills and first aid experience.
- Ability to communicate well to meet and deal tactfully with public and to solve disciplinary problems, to speak and write efficiently and ability to write and keep records.
- Knowledge in minor accounting (collect fees, give change and make a daily receipt) and minor clerical skills (Typing/computer, filing, and telephone communication).
- Lifeguard certified, 1st Responder Certified-CPR Certified.
- Employee must obtain CPO certification within the 1st year of employment.
- Maintain a clean, healthy, and safe working environment so as not to endanger self or others.
- Ability to maintain confidentiality.

## Minimum Qualifications

- High School Diploma or GED required.
- Any combination of education from an accredited college or university in a related field and/or direct work experience in this occupation totaling 2 years.

## Working Conditions:

Temperature is controlled to maintain comfortable work environment year round indoors.

Work surface is a normal concrete/asphalt and natural ground and when indoors surface is carpeted, tiled and concrete.

Specific vision requirements for this job are distance vision, peripheral vision and depth perception.

Employee will be required to take some job related courses.

Employee may be required to work irregular hours.

Employee may be on a 24-hour emergency call

Employee may be required to travel within the County.

Employee will be subject to random drug testing.

Employee utilizes various equipment and tools in the performance of essential duties.

Each and every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance;
- Work well with others and participate fully in a team-oriented environment;
- Interface with other employees and customers in a courteous and respectful manner;
- Project positive support of their department and all county organizations at all times; and,
- Maintain and enhance the county's commitment to customer service excellence.

Working Conditions for individual positions in this classification will vary based on each departments' utilization, essential functions and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

## Conditions of Employment:

Successful completion of thorough background investigation. Must pass a pre-employment drug screening and MVD check. Employees must comply with the safety guidelines of the county and follow the HIPPA Guidelines Manual - Policies and Procedures. Must possess and maintain a current driving course certificate from Rio Arriba County or must pass and receive a defensive driving course certificate within thirty (30) days of the date of hire as a condition of continued employment.

**Please send an e-mail with your Letter of Interest, Resume and [Job Application](mailto:JobApplications@rio-arriba.org) to [JobApplications@rio-arriba.org](mailto:JobApplications@rio-arriba.org)**