



Town of Culbertson

THE TOWN OF CULBERTSON IS AN EQUAL OPPORTUNITY EMPLOYER

210 Broadway Ave. • P.O. Box 351
Culbertson, Montana 59218
(406) 787-5271

Position: Lifeguard (Includes part-time & WSI Certified)

Department: Culbertson Swimming Pool, Public Works

Supervisor: Mayor & Public Works Superintendent

Date: May 2025

SUMMARY OF WORK: Performs routine public contact and safety work in teaching swimming lessons and serving as a pool lifeguard.

JOB CHARACTERISTICS:

Supervision Received: Pool Manager, Assistant Pool Manager, or Mayor, as required.

Supervision Exercised: Minors in use of Pool at the direction of the Pool Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Helps with swimming lessons according to a prescribed routine and curriculum.

Monitors the use of the swimming pool; enforces safety rules.

Patrols the swimming pool and aquatics facility.

Performs a variety of miscellaneous duties such as answer phones, run errands, assist classes, sell tickets, collect fees, help set up for classes, events, etc.

Responds to public inquiries about aquatics programs made by telephone and correspondence.

Maintains related records and statistics for various aquatics programs.

Assists in the maintenance of the swimming pool. Monitors and maintains pool filtration system. Monitors pool water chemistry through testing of water samples.

TOOLS AND EQUIPMENT USED:

Calculator, cash register, tablet/iPad, copy machine, phone, and automobile. Various hand tools used in the maintenance of swimming pool equipment, pool testing equipment, and phone.

Special Requirement: Lifeguard Certification. Must have current CPR and First Aid certifications.

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.

While performing the duties of this job, the employee is frequently required to swim, walk, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools,

or control; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 100 pounds with assistance and 50 pounds unassisted. Specific vision abilities required by this job include close vision, distant vision, peripheral vision, and the ability to adjust focus.

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.

While performing the duties of this job, the employee generally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office and moderately loud when in the field.

EDUCATION AND EXPERIENCE:

Lifeguard training mandatory for full time positions.

Must have current CPR and First Aid certifications.

Any equivalent combination of education and experience.

Necessary Knowledge and Skills: Complete local training for working knowledge of the equipment, facilities, operations and techniques used in a comprehensive aquatics program.

Skill in operation of listed tools and equipment.

Skill in First Aid and CPR.

Ability to effectively teach swimming lessons. Ability to effectively enforce safety and health regulations relating to an aquatics program. Ability to establish and maintain effective working relationships with employees, supervisors, participants, instructors, and the general public. Ability to communicate effectively orally. Ability to give and understand oral instructions.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Demonstrates appropriate individual initiative.
- Performs duties with a minimum of direction and supervision.
- Adheres to safety practices and procedures.
- Maintains accurate and timely records.
- Deals tactfully with the public.

--Observes work hours.

--Demonstrates punctuality.

--Establishes and maintains effective working relationships with fellow employees,
Supervisors and the public.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The duties listed above 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 the position and the employer may request them orally.

Employee: _____ Mayor: _____

Effective Date: _____