

**CITY OF HOLTVILLE**  
**121 West Fifth Street**  
**Holtville, CA 92250**  
**760-356-2912**

**RECREATION DEPARTMENT**  
**760-356-5251**

**RESPONSIBILITIES, DUTIES & INSTRUCTION FOR LIFEGUARDS**

1. The BASIC RESPONSIBILITIES of the City Pool Lifeguards are:
  - A. The safety of all swimmers in the water.
  - B. The safety of other people in the City Pool area.
  - C. The orderly conduct and behavior of all swimmers in and out of the water and other people in the City Pool area.
  - D. The general cleanliness of the City Pool and the Pool area.
  
2. The BASIC DUTIES of the City Pool Lifeguards are:
  - A. The enforcement of the City Pool regulations.
  - B. The maintenance of a constant vigil over all of the swimmers in the water.
  - C. The maintenance of a constant patrol of the City Pool area to insure orderly behavior and cleanliness of the area.
  - D. To undertake any rescue procedures that may become necessary to prevent drowning or asphyxiation.
  - E. To provide emergency first-aid in the event of an accident at the City Pool.
  - F. To notify the proper authorities in case of a near drowning, drowning, or other accident at the City Pool by dialing 9-1-1 and requesting proper assistance.
  
3. The following GENERAL INSTRUCTIONS for all City Pool Lifeguards on duty are:
  - A. BEFORE OPENING the pool for use, do the following:
    1. Inspect the Pool, Pool area and the bathhouse for cleanliness and the absence of physical hazards, i.e. broken glass, etc.
    2. Set up Lifeguard elevated chair-platforms and umbrellas for use.
  
  - B. AFTER OPENING the City Pool for use, do the following:
    1. There should always be at least two (2) qualified Lifeguards on duty while the pool is open to the public.
    2. While the Pool is in operation, at least one (1) Lifeguard should be stationed in one of the elevated lifeguard chair-platforms in order to provide a clear unobstructed view of the swimmers in the water at all times.
    3. The second Lifeguard not on the Chair-platform should be patrolling the edge of the pool to maintain order and insure

swimmers safety. Occasionally this lifeguard should also inspect the remainder of the pool area and the bathhouse for security purposes.

4. Both Lifeguards will enforce the City Pool regulations and will order any person in the pool area who is creating a disturbance or willfully disregarding instructions of a Lifeguard to report to the Recreation Supervisor;
5. Lifeguards are expected to exercise good judgment in the performance of their duties and responsibilities. While on duty, no Lifeguard will be permitted to read, engage in prolonged conversation on a phone or in person, or participate in any swimming pool side games which would distract them from their primary responsibility and first duty of protecting the swimmers.
6. In case of an emergency, the pool should be cleared of all swimmers and immediate action taken to affect a rescue of the swimmers having difficulties to affect a rescue of the swimmer having difficulties. Only ONE Lifeguard should enter the water to affect the rescue, as necessary, the second Lifeguard should stand by at poolside to assist in removing the victim from the water and commence the appropriate first-aid or resuscitative action; simultaneously, should contact the proper authorities for assistance by dialing 9-1-1.
7. If the Lifeguards require assistance other than emergency type, they should contact either the Recreation Supervisor or the Public Works Department.

C. After closing the City Pool to the public, do the following:

1. Inspect the pool area and report any problems or discrepancies to the Recreation Supervisor.
2. Put away any safety or rescue equipment.
3. Put away Lifeguard elevated chair-platform equipment and umbrellas, and table and chairs.
4. Be sure the Pool is secured for the day in every respect.

4. I, \_\_\_\_\_ HERBY CERTIFY THAT I HAVE READ AND FULLY UNDERSTAND THE FOREGOING REPSONSIBILITES, DUTIES AND INSTRUCTIONS FOR LIFEGUARDS AND POOL PERSONNEL; AND THAT I WILL BE GUIDED IN THE PERFORMANCE OF MY DUTIES BY THEM AND WILL COMPLY WITH THEM.

\_\_\_\_\_  
LIFEGUARD SIGNATURE

\_\_\_\_\_  
DATE

## LIFEGUARDS

### *CPR/FIRST AID CERTIFICATES and REQUIREMENTS:*

*Certificates: the original and one (1) copy of the front and back of the required certificates must be submitted at time of application. All certificates must be valid. Proof of current registration in any of the required certificate programs and/or letters from instructors are **NOT** acceptable. Applicants who have completed the required training but have not received their certificate(s) may submit a copy of the American Red Cross Course Record showing successful completion. An equivalent certificate from a lifeguard training program must be approved by the California Department of Health Services.*

NOTE: Applicants less than 18 years of age must obtain a work permit prior to starting work with the City. Work permits may be obtained through the school system. Applicants who are 17 years of age and high school graduates are not required to have a work permit; however, they must submit a copy of their high school graduation certificate prior to starting work with the City.