

EMPLOYEE:

CLAIM #



Job Analysis Form

ALTERNATE FORMAT AVAILABLE

JOB TITLE Aquatic Program Assistant I-Lifeguard

JOB CLASSIFICATION Aquatic Program Assistant I-Lifeguard

DICTIONARY OF OCCUPATIONAL TITLES (DOT) NUMBER 379.667-014

DOT TITLE Lifeguard

DEPARTMENT Natural Resources and Parks

DIVISION Parks and Recreation

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 30-50

CONTACT'S NAME & TITLE David Hersey, Aquatic Facility Coordinator

CONTACT'S PHONE 206-296-4545

ADDRESS OF WORKSITE

650 Southwest Campus Drive
Federal Way, WA 98023-8425

VRC NAME Kyle Pletz

DATE COMPLETED 8/09/09

WORK HOURS

Hours vary based upon business demand and normal core hours are between 5:30am to 9:30pm. An employee may work as little as 2 hours and as much as 12 hours in a shift.

OVERTIME (Note: Overtime requirements may change at the employer's discretion)

The employee qualifies for overtime when working in excess of 40 hours per week.

JOB DESCRIPTION

This is a temporary employee position. Lifeguards are responsible for the supervision and safety of the public at an aquatic facility. Duties include educating the public to promote habits and attitudes that lead to safe recreation, enforcing safety rules and responding to emergencies in an appropriate manner. Duties also include staging facilities for events and take down and cleaning.

Individuals must be able to work as part of an overall staff team and independently, without direct supervision. Employees need to be responsible, trustworthy, able to deal appropriately with the public and difficult situations. Lifeguards may be required to work special events, evenings, weekends and split shifts at any King County Park System location. The employee is subject to one or more written evaluations annually. A background check is a condition of employment.

ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.

4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgment.
5. Ability to work independently or part of a team; ability to interact appropriately with others.
6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

JOB SPECIFIC REQUIREMENTS

- Ability to respond to emergency situations.
- Maintain a minimum of 20/40 vision. Use of corrective lenses is acceptable.
- Able to perform duties involving physical labor; such as bending, kneeling, standing, reaching, climbing, stooping, squatting, pushing, and twisting.
- Ability to perform strenuous activity.
- Able to lift 50 pounds.
- Ability to follow written and oral instructions.
- Ability to work effectively as a member of a team and communicate effectively with the public and co-workers.
- Possess knowledge of aquatic programs and safety procedures.
- Must be at least 15 years of age.

Licensing/Certification Requirements

- American Red Cross Lifeguard Training certification.
- American Red Cross CPR-AED for Professional Rescuer certification.
- American Red Cross First Aid and Safety certification.
- Water Safety Instructor Aid.
- Northwest Lifeguard Preparation Course.
- American Red Cross Preventing Disease Transmission/Blood borne Pathogen Training.

ESSENTIAL FUNCTIONS

- Prevent accidents and injuries.
- Respond to all emergency situations.
- Enforce rules and policies of the King County Park System.
- Educate the public in the rules and policies of the King County Park System.
- Work with other King County employees to provide safe conditions for the public.
- Report any unsafe situations or conditions.
- Report any damage, incidents or injuries using appropriate forms.
- Complete reports accurately and in a timely manner.
- Adhere to blood borne pathogen training and safety standards.
- Attend scheduled staff training.
- Wear the designated uniform as stated in the staff manual.
- Provide a high level of customer service for the patrons and staff.
- Instructor, Cashier or Pool Attendant duties when trained and certified.
- Clean pool areas, locker rooms, restrooms, meeting rooms, storage areas and public areas.
- Staging facility for events and take down.
- Other duties as assigned.

PERSONAL PROTECTIVE EQUIPMENT USED

Safety goggles, nitrile & rubber gloves, pocket mask (CPR), rubber boots, splash guard, face shield, respirator masks, ear plugs, flash lights.

OTHER TOOLS & EQUIPMENT USED

First aid supplies, various reports, fanny packs, two-way radio, Automated External Defibrillator (AED), cleaning solutions, spray bottles, keys, vacuum, restroom dispensers, garbage bags, rolling garbage/cleaning bin, carts, tables, chairs, table/chair dollies, portable bleachers, movable bulkheads, portable award podiums, portable stages, portable sorting boxes, stanchions and chain, portable pool handrails, starting blocks, touch pads, lane lines, lane line reels, lane ropes, extension bars, metal hooks, backstroke flag lines, backstroke flag poles, kickboards, broom, hose and sprayer, squeegees, brushes, dusting poles, dust mop, wet mop & bucket, putty knife, Allen wrenches, crescent wrenches, ratchet wrenches, washer and dryer, computer, internet explorer for electronic time sheets, telephone, step stool, ladder, carpet runners, screw driver, utility knife, dumpster, water shut-off valves, light switches, rolling cabinets, kitchenette equipment, 5-gallon fluid dispensers, refrigerator, ice maker, pressure washer, deck scrubber, spine board, rescue tube, whistle, portable guard towers, water polo goals, natatorium netting, safety cones, strainer pole, pumus stones, public address system and diving boards.

PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED

Continuously = occurs 66-100% of the time
Frequently = occurs 33-66% of the time
Occasionally = occurs 1-33% of the time
Rarely = may occur less than 1% of the time
Never = does not ever occur (such demands are not listed)

Highly Repetitive = Repeating the same motion every few seconds with little or no variation for more than two hours total per day.

This job is classified as

Medium to Heavy. Normal duties are in the Medium level however rescue situations may require heavy exertion.

Medium—exerting 20 to 50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or up to 10 pounds of force constantly.

Heavy—exerting 50-100 pounds of force occasionally, and/or 25-50 pounds of force frequently, and/or 10-20 pounds of force constantly to move objects.

Standing

Health Care Provider initials if restricted _____

Frequently to Continuously on concrete, hard non-skid surfaces, tile, carpet runners, carpeted areas, waxed vinyl floor (some surfaces may be wet) for up to 90 minutes at a time for up to 5-6 hours total in a work shift. Most commonly occurs while lifeguarding. On a rare occasion the employee may need to stand up to 8 hours total in a shift.

Walking

Health Care Provider initials if restricted _____

Continuously on concrete, hard non-skid surfaces, tile, carpet runners, carpeted areas and waxed vinyl floor (some surfaces may be wet) for distances of up to ½ mile for up to 1 hour at a time for up to 8 hours total in a work shift. Most commonly occurs while cleaning the facility, staging facility for events, performing take down duties and performing Lifeguard rotations.

Sitting

Health Care Provider initials if restricted _____

Frequently to Continuously on padded and unpadded chairs and lifeguard chair for up to 90 minutes at a time for up to 5-6 hours total in a work shift. Most commonly occurs while lifeguarding and cashiering.

Climbing stairs

Health Care Provider initials if restricted _____

Occasionally on concrete and rubberized stairs while climbing up to 91 stairs for up to 3-4 minutes at a time for up to 15 minutes total in a work shift. Most commonly occurs while cleaning as well as performing set up and take down duties.

Climbing

Health Care Provider initials if restricted _____

Occasionally on, guard tower steps, ladders and diving platform steps to heights of up to 12 feet for up to 30 seconds at a time for up to 20 minutes total in a work shift. Most commonly occurs while cleaning balcony areas, moving equipment between floors of facility, cleaning dive tower areas and assuming station in guard towers.

Balancing

Health Care Provider initials if restricted _____

Continuously on concrete or rubberized stairs, guard tower steps, diving platform steps, concrete, hard non-skid surfaces, tile, carpet runners, carpeted areas and waxed vinyl floor (some surfaces may be wet) at heights of up to 12 feet for up to 2.5 hours at a time for up to 10 hours total in a work shift. Most commonly occurs while cleaning on elevated areas, cleaning overhead, cleaning on stairs, moving equipment, placing or removing event equipment and performing rescues. The worker works continuously around the edge of a pool where balance is required.

Bending neck up

Health Care Provider initials if restricted _____

Frequently to Continuously & Highly Repetitive for up to 90 minutes at a time for up to 5-6 hours total in a work shift. Most commonly occurs while lifeguarding, cleaning on elevated areas, cleaning overhead, cleaning on stairs, moving equipment, placing or removing event equipment and performing rescues.

Bending neck down

Health Care Provider initials if restricted _____

Continuously & Highly Repetitive for up to 90 minutes at a time for up to 7-8 hours total in a work shift. Most commonly occurs while, lifeguarding, cleaning, moving equipment, placing or removing event equipment, performing rescues and administering first aid/CPR.

Bending/Stooping

Health Care Provider initials if restricted _____

Occasionally for up to 15-20 minutes at a time for up to 2.5 hours total in a work shift. Most commonly occurs while lifeguarding, teaching swimming lessons, cleaning, moving equipment, placing or removing event equipment and performing rescues, first aid and CPR. The employee can alternate with squatting or kneeling in most situations, in accordance with preference.

Kneeling

Health Care Provider initials if restricted _____

Frequently for up to 5-10 minutes at a time for up to 3-4 hours total in a work shift. Most commonly occurs while cleaning tile, moving carpet runners, performing rescues and administering CPR/first aid. The employee can alternate with squatting or bending/stooping in most situations, in accordance with preference.

Squatting

Health Care Provider initials if restricted _____

Frequently for up to 5-10 minutes at a time for up to 3-4 hours total in a work shift. Most commonly occurs while cleaning tile, moving carpet runners, performing rescues and administering CPR/first aid. The employee can alternate with kneeling or bending/stooping in most situations, in accordance with preference.

Crawling

Health Care Provider initials if restricted _____

Occasionally for up to 5 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while scrubbing floors, cleaning baseboards and cleaning tile.

Operating Controls with Feet

Health Care Provider initials if restricted _____

Occasionally for up to 5 seconds at a time for up to 20 minutes total in a work shift while using table & chair dollies, operating deck scrubber, vacuuming, pushing rolling bins and moving portable bleachers.

Reaching above shoulder height

Health Care Provider initials if restricted _____

Occasionally for up to 5 minutes at a time for up to 1 hour total in a work shift while cleaning surfaces above shoulders, stocking shelves and putting garbage into dumpsters as well as climbing guard towers and diving platform steps.

Reaching at waist to shoulder height

Health Care Provider initials if restricted _____

Frequently to Continuously for up to 10-15 minutes at a time for up to 5-6 hours total in a work shift while stacking chairs, stocking shelves, keyboarding, teaching swim lessons, manipulating carts, emptying garbage cans into rolling bins, tipping portable bleachers and performing rescues.

Reaching at knee to waist height

Health Care Provider initials if restricted _____

Frequently to Continuously for up to 10-15 minutes at a time for up to 5-6 hours total in a work shift while stacking chairs, stocking shelves, teaching swim lessons, manipulating carts, scrubbing floors/deck, emptying garbage cans into rolling bins, tipping portable bleachers and performing rescues.

Reaching at floor to knee height

Health Care Provider initials if restricted _____

Frequently for up to 5-10 minutes at a time for up to 3-4 hours total in a work shift. Most commonly occurs while cleaning tile, moving carpet runners, performing rescues and administering CPR/first aid.

Lifting 1-10 pounds

Health Care Provider initials if restricted _____

Frequently to Continuously for up to 90 minutes at a time for up to 5-6 hours total in a work shift. Most commonly occurs with weights of 3-10 pounds while picking up light equipment, manipulating dive brick, various supplies, lost and found items and some garbage as well as when holding a rescue tube.

Carrying 1-10 pounds

Health Care Provider initials if restricted _____

Occasionally to Frequently for distances of up to 1200 feet for up to 5 minutes at a time for up to 2-3 hours total in a work shift. Most commonly occurs with weights of 3-10 pounds while moving light equipment, diving brick, rescue tube, touch pads, supplies, lost and found items and some garbage.

Lifting 11-20 pounds

Health Care Provider initials if restricted _____

Occasionally for up to 5 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 12-17 pounds while picking up light equipment, supplies, chairs, lost and found items and some garbage. The employee also lifts while setting up and taking down for events.

Carrying 11-20 pounds

Health Care Provider initials if restricted _____

Occasionally for distances of up to 800-1200 feet for up to 5 minutes at a time for up to 1.5 hours total in a work shift. Most commonly occurs with weights of 12-17 pounds while moving light equipment, supplies, chairs, lost and found items and some garbage. The employee also carries while setting up and taking down for events.

Lifting 21-50 pounds

Health Care Provider initials if restricted _____

Occasionally for up to 10 seconds at a time for up to 30 minutes total in a work shift. Most commonly occurs with weights of 25-45 pounds while picking up & tipping heavier equipment, manipulating tables and bags of chemicals as well as performing rescues. The employee also manipulates a 5 gallon jug of water (approximately 40 pounds).

Carrying 21-50 pounds

Health Care Provider initials if restricted _____

Occasionally for distances of up to 300 feet for up to 2 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs with weights of 25-45 pounds while moving heavy equipment, 5 gallon water jug and performing rescues. A cart is available to reduce carrying.

Lifting 51-100 pounds

Health Care Provider initials if restricted _____

Rarely for up to 10-20 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 75 pounds while performing rescues on an extremely rare occasion.

Carrying 51-100 pounds

Health Care Provider initials if restricted _____

Rarely for up to 10-20 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 75 pounds while performing rescues on an extremely rare occasion.

Pushing and Pulling

Health Care Provider initials if restricted _____

Frequently to Continuously for distances of up to 1200 feet for up to 5 minutes at a time with a force of 20-50 pounds for up to 5-6 hours total in a work shift while moving event equipment, table carts, chair carts, moving facility equipment, moving bulkheads, manipulating carts, cleaning decks and floors and performing rescues.

Handling

Health Care Provider initials if restricted _____

Continuously for up to 1 hour at a time for up to 6.5-7 hours total in a work shift while manipulating rescue tube, tables, chairs, setting up/taking down, tipping bleachers, setting up lane lines, using a two way radio, moving touch pads and manipulating various equipment as well as teaching swimming lessons

Operating Controls with Hands

Health Care Provider initials if restricted _____

Frequently for up to 15 minutes at a time for up to 4 hours total in a work shift while using pressure sprayer, deck scrubber, hose spray controllers, faucets and valves as well as performing CPR/first aid and using Automated External Defibrillator (AED).

Fingering

Health Care Provider initials if restricted _____

Frequently for up to 30 minutes at a time for up to 4-5 hours total in a work shift while using cleaning products, administering first aid/CPR, using AED, typing and using a mouse, writing, manipulating documents, operating security systems, operating washer and dryer, using facility keys to enter multiple locked areas including janitor rooms and staff room.

Feeling

Health Care Provider initials if restricted _____

Rarely for up to 10 seconds at a time for up to 5 minutes total in a work shift while checking for a pulse in a rescue situation, confirming proper pump operation, checking water temperature etc.

Talking

Health Care Provider initials if restricted _____

Continuously for up to 30 minutes at a time for up to 7 hours total in a work shift while lifeguarding, teaching swim lessons, communicating with staff, attending meetings and performing duties during emergencies including evacuations.

Hearing

Health Care Provider initials if restricted _____

Continuously for up to 2.3 hours at a time for up to 10 hours total in a work shift while lifeguarding, performing rescues, responding to two-way radio, communicating with other staff and responding to alarms.

Seeing

Health Care Provider initials if restricted _____

Continuously for up to 2.3 hours at a time for up to 10 hours total in a work shift while lifeguarding, performing rescues and teaching swim lessons.

Working with Heightened Awareness

Health Care Provider initials if restricted _____

Continuously for up to 2.3 hours at a time for up to 10 hours total in a work shift while lifeguarding, performing rescues and teaching swim lessons.

Swimming

Health Care Provider initials if restricted _____

Frequently for up to 2 hours at a time for up to 4 hours in a shift while training and practicing lifeguard skills, performing rescues and teaching lessons

SIGNATURES

Signatures on this page are obtained before the document becomes available for use and are not required each time the document is reused. Obtained signatures are kept on file at King County Safety & Claims. The Health Care Provider signature section is separate and appears on the following page.

Printed name & title of VRC evaluator

Signature of VRC evaluator

Date

Printed name & title of contact

Signature of contact

Date

Printed name & title of employee

Signature of employee

Date

HEALTH CARE PROVIDER SECTION
Check all that apply

- The employee is released to perform the described duties without restrictions on performance or work hours as of _____.

- The employee is released to perform the described duties on a reduced schedule as of _____. The recommended schedule is:
_____ Temporary until _____ Permanent as of _____

- The employee is released to perform the described job with the following modifications:

_____ Temporary until _____ Permanent as of _____

- The employee is not released to perform the described duties due to the following job functions:

_____ Temporary until _____ Permanent effective _____

- The employee is unable to work in any capacity.
A release to work is: anticipated by _____ Not expected

The limitations are due to the following objective medical findings:

Printed or typed name and phone number of Health Care Provider

Signature of Health Care Provider

Date