



**PUEBLO OF ISLETA  
HUMAN RESOURCES DEPARTMENT  
P.O. BOX 1270, ISLETA, NM 87022  
PHONE: (505) 869-7584 FAX: (505) 869-7579  
EMAIL: [poiemployment@isletapueblo.com](mailto:poiemployment@isletapueblo.com)**

**VACANCY ANNOUNCEMENT  
\*\*READVERTISEMENT\*\***

**POSTING NO: 054-19**

**OPENING DATE: 03/07/2019**

**CLOSING DATE: 04/12/2019**

**POSITION:** Summer Lifeguards (3 Positions)

**POSTED: IN & OUT**

**PAY GRADE:** NE3 (\$9.54/hr.)

**FLSA STATUS:** Non-Exempt

**POSITION TYPE:** Full Time

**FUNDING SOURCE:** POI

**DEPARTMENT:** Recreation

**REPORTS TO:** Executive Director

**BACKGROUND LEVEL:** Child Care

**JOB PURPOSE:**

Observes the activities of the pool patrons to prevent accidents or injuries, and provides assistance to swimmers as needed; maintains assigned pool area to ensure clean, safe and sanitary conditions.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

**JOB DUTIES:**

- Monitors activities in swimming areas for recreation and lap swim to prevent accidents and maintain order.
- Responds to any dangerous situations in pool area, implements emergency plans, and administers first aid.
- Reports maintenance or safety concerns to supervisors.
- Checks chemical levels in pool and keeps them balanced.
- Inspects and cleans locker rooms including sweeping, mopping, cleaning mirrors and sinks, emptying trash and cleaning toilets.
- Maintains supply of paper towels, toilet paper and soap in locker room.
- Locks and unlocks all entrances and turns power sources on/off prior to opening and closing facility.
- Inspects facilities for cleanliness and cleans or refills pool.
- Cleans sauna and dry sauna for to ensure sanitary condition.
- Vacuums main pool and wading pool; replace pool light in and out of water.

**READVERTISED 03/29/2019**

- Organizes and fills storage closets in the pool area and locker rooms.
- Inspects first aid cart to ensure it is in proper working order.
- Cleans the drains on deck and in locker rooms.
- Performs general maintenance of the entire facility including acid washing, power washing decks and locker rooms, organizing the attic storage, washing the seat bleachers and painting.
- Sets up for swim events; conducts and officiates at swimming meets.
- Develops and conducts aquatic programs, including basic to advanced swimming lessons and water safety classes
- Strips and waxes floor as needed.
- Cleans out refrigerators and cleans windows.
- Drive vans to transport program participants or chaperones other Recreation Center activities as requested.
- Assists in planning and implementing special events including Halloween Carnival and end of summer barbeque.
- Attends meetings and training as required.
- Other duties as assigned.

**SUPERVISION RESPONSIBILITIES: N/A**

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

**PLEASE BE SPECIFIC REGARDING QUALIFICATIONS, AND INCLUDE DOCUMENTS THAT CONFER THE HIGHEST LEVEL OF EDUCATION, CERTIFICATION AND LICENSES.**

- High School Diploma/GED preferred.
- Current certification in Red Cross Lifeguard Training required.
- Current CPR and First Aid certification required or the ability to obtain certification within 30 days of hire.
- Current Water Safety Instructor (WSI) certification required.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.
- Must have fingerprinting completed prior to employment.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge in the application of swimming and lifesaving practices and techniques.
- Knowledge in the use and application of chemicals used in standard pool sanitation.
- Skill in the application of first aid with emphasis on resuscitation techniques.
- Skill in treating internal and external customers with tact, courtesy, and respect.
- Ability to analyze and react to emergency situations quickly, calmly and effectively.
- Ability to instruct in swimming and safety to various age groups and skill levels.
- Ability to recognize and correct unsafe activities.
- Ability to maintain confidentiality.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to handle multiple tasks and meet deadlines.

- Ability to exercise independent judgment.

**PHYSICAL DEMANDS:**

- Ability to swim, stoop, kneel, crouch, or crawl in different situations.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Excellent health and physical fitness is required due to the physical activities of extended swimming.
- Position requires frequent lifting of 50 lbs.

**WORK ENVIRONMENT:**

- Work is performed in a swimming pool environment.
- Exposure to pool chemicals, fumes, or other household cleaning supplies, extended exposure to heat and humidity in pool area will occur.
- Frequent interaction with the public.
- Noise level is usually moderate.

**PREFERENCE:**

Tribal preference and Native American Indian preference shall apply to all positions at Pueblo of Isleta.