



Thank you for your interest in the position of

Lifeguard – Seasonal Part-time

Enclosed in this packet you will find:

- Required Lifeguarding Certification Class schedule through TTU
- Job Description
- Employment Application
- Affirmative Action Form

In order to be considered for this position, **complete and return** the Application packet to include our Application for Employment, Affirmative Action Form and résumé should you choose to include.

The Affirmative Action Form is voluntary and will not adversely affect any consideration you may receive for employment. Leave it blank if you do not wish to provide that information.

The City of Levelland is a drug-free workplace and any candidate for a City position is required to pass a pre-employment drug test, physical exam and background check after a conditional offer of employment is made. Successful passing of the pre-employment drug test, physical exam and background must be completed before a *non*-conditional offer of employment will be made. A driving records check will also be done after the offer of conditional employment is made. If we find that you do not have a valid license, or you do not have a satisfactory driving record, your employment may be terminated. Any offer of employment is contingent until all tests and background checks are completed and results known.

This position will remain open until it is filled.

Applications are screened by the Director of Human Resources and then forwarded to the appropriate supervisor for their review and consideration. All questions/inquiries regarding the status of your application should be directed to the Director of Human Resources.

If you have any questions regarding this packet, please refer them to Melissa Fields-Allgeyer at 806.894.0113 or mfieldsallgeyer@levellandtexas.org

**PLEASE REMOVE AND KEEP THIS MEMO AND
THE JOB DESCRIPTION FOR YOUR RECORDS**

**RETURN YOUR COMPLETED APPLICATION,
AFFIRMATIVE ACTION FORM AND RELEASE OF
INFORMATION FORM (IF REQUESTED) TO THE
MAILBOX IN THE LOBBY OF CITY HALL or MAIL
TO US AS FOLLOWS:**

**City of Levelland
Attn.: Human Resources
PO Box 1010
Levelland, TX 79336**

Attention: All Lifeguards must be certified before you can start work.

The City of Levelland requires successful completion and certification of an American Red Cross Lifeguarding course through Texas Tech University.

The City of Levelland will pay for this course. (restrictions apply)

This class is offered once per month between February and May!!!! Please plan according.

Returning lifeguards that need to be recertified may choose to complete any regularly scheduled class.

Lifeguard Class instructions.

PRECOURSE FOR LIFEGUARD RECERTIFICATION AND FULL LIFEGUARD COURSE

Before registering to a lifeguard course, participants are **required** to pass a pre-course skills test before registering for a Lifeguard Training course.

This \$15 enrollment fee required to take the precourse will be paid by the City of Levelland and will go toward the full purchase price of the course (\$225) upon successful completion of the skills test. Please attend with confidence in your physical skills! Students wishing to work on their swimming strokes/endurance should consider the Adult Swimming or Fitness Swimming programs offered by TTU.

Please note: This enrollment is confirming your attendance in our pre-test only. You will need to pass all elements of the pre-course skills test and then enroll into the course while on-site. Electronic enrollment information will then be sent to you via email. Approximately 9 hours of content will be completed before attending the first class date.

More information can be obtained by going to:

[Lifeguarding Certification Classes | Rec Center | TTU | University Recreation | TTU](#)

Lifeguarding Class Precourse Schedule ~

The first step to earning an American Red Cross Lifeguard Certification is to sign up for and successfully complete a lifeguard pre-course. The pre-course consists of - swim 300 yards without stopping using front crawl and breaststroke, tread water for 2 minutes using legs only, and retrieve a 10-lb brick from minimum of 7 feet deep water and swim 20 yards with the weight, using legs only and exit the water without using a ladder or steps within 1 minute 40 seconds. Please bring a swimming suit and towel to your precourse activity.

February

Thursday, February 2, 2023 7:00 pm to 9:00 pm TTU Aquatic Center 20 spots available

March

Thursday, March 9, 2023 7:00 pm to 9:00 pm TTU Aquatic Center 20 spots available

April

Thursday, April 13, 2023 7:00 pm to 9:00 pm TTU Aquatic Center 20 spots available

May

WEDNESDAY, May 3, 2023 7:00 pm to 9:00 pm TTU Aquatic Center 20 spots available

Lifeguarding Class Schedule (only allowed after successful completion of precourse is documented) ~

February

February 16-19, 2023

March

March 23-26, 2023

April

April 27-30, 2023

May

May 18-21, 2023

JOB TITLE: LIFEGUARD
DEPARTMENT: SWIMMING POOL #467
FULL TIME: NO - SEASONAL TEMPORARY

Job Description – Lifeguard

JOB SUMMARY: Under the direct supervision of the Pool Manager, the lifeguard is responsible to ensure the safety of the patrons at the City Pool facilities; and performs a variety of tasks relative to area of assignment. Will receive occasional instructions or assistance as new and unusual situations arise; and are fully aware of the operating procedures and policies of the pool operations. The lifeguard must be able to work weekends and holidays during the pool season.

ESSENTIAL JOB FUNCTIONS:

1. Ensure the adherence to safe work practices and procedures.
2. Perform life saving techniques when necessary; notify patrons of safety violations, discipline safety violations in a professional manner.
3. Provide information to the public in a courteous manner and maintain good public relations with the public at all times.
4. Serve as an example to the patrons in dress, conduct, language, personality, and courtesy. Be courteous and tactful.
5. Keeping in mind that “Safety First”, lifeguards must study and know the accident procedure thoroughly.
6. Know how to use whistles to warn swimmers of dangers and violations.
7. Patrol decks and landscaped area, picking up paper and debris when necessary.
8. Patrol restrooms every hour to keep trouble and hazardous situations from arising.
9. Report to the Pool Manager any repairs that need to be made in the facility or on equipment.
10. Responsible for the general care, operation, and maintenance of the pool, pool equipment as assigned.
11. The business telephone shall not be used for personnel conversations or long-distance calls. Discourage your friends and family from calling while on duty.
12. **Do not use cell phones** while you are in the lifeguard chair or on the pool’s deck/edge watching the swimmers.
13. Maintain alertness and direct complete attention to swimmers while on the stand, avoid social conversations while on duty.
14. Lifeguards should be the only persons allowed in the guard chairs. Assume a posture, which is conducive to quick and efficient action.
15. Responsible for keeping rotation on time and in order.
16. All employees are not only subject to the same health and safety rules as patrons but should be an example at all times. Food and drink areas must be kept clean and pool personnel must clean up their own area as well.
17. Responsible for monies collected from patrons and private parties.
18. Monitor and keep a daily log of chemical readings and order chemicals needed for the safe operation of the pool.
19. Prepare and report all incidents and accidents, notify emergency personnel as needed.
20. Make sure pool area (which includes vacuum pool, scrub sides, floor, bathroom and all other areas of the pool) are cleaned daily before the **pool opens and the pool closes**.
21. Any other assigned duties.

Required skills, knowledge and abilities:

1. Ability to be polite and courteous to people.
2. Ability to communicate verbally and through writing.

3. Ability to count money.
4. Ability to attend and pass any necessary educational courses.
5. Ability to maintain records.
6. Ability to enforce rules, including the removal of patrons that do not abide by rules.

Working Conditions:

1. Requires working in outside weather conditions during the summer months.

Education:

1. Current attendance working towards completion of high school or the equivalent.
2. Valid Texas Driver's License and a good driving record.
3. Ability to obtain, and maintain, a valid CPR, and First Aid Certificate and American Red Cross Lifeguard Certificate.

**** All new lifeguards must be Lifeguard Certified prior to starting work.**

Experience:

1. Prefer two years of increasingly responsible experience in water safety. The ability to obtain appropriate training on proper pool maintenance.

Physical Requirements:

1. Frequently stand, walk, and kneel during the shift.
2. Occasionally bend during the shift.
3. Frequently lift up to 25 pounds and occasionally lift up to 50 pounds.
4. Frequently carry up to 25 pounds and occasionally carry up to 50 pounds.
5. Push and pull objects in order to clean the pool.
6. Occasionally flex upper trunk forward at the waist and partially flex at the knees.
7. Frequently rotate upper trunk to the right or left while sitting or standing.
8. Place arms above, at, and below shoulder height.



Application For Employment
1709 Ave. H. PO Box 1010 Levelland, Texas 79336
Phone 806-894-0113 Fax 806-894-0119

Important: Read carefully and sign this application. Answer every question concisely but completely. Incomplete applications will not be considered.

Lifeguard – Seasonal Part-Time
POSITION DESIRED _____ DATE _____

NAME _____
(Last Name) (First Name) (Middle)

Mailing Address _____
Number Street or Avenue City State Zip

Telephone No: Home () Cell () E-Mail @ _____

Do you have any relatives employed by the City of Levelland? Yes No

Department: _____ Their Name(s): _____
Relationship _____

Have you been interviewed by the City previously? Yes No

When _____ What Position? _____ By Whom? _____

Check all types of work you will accept: Full Time Seasonal/Temporary Part Time

When will you be able to report for work? _____ Minimum salary requirement _____

Are you a U.S. Citizen? : Yes No

If not, provide alien registration number: _____

Have you ever been convicted of a felony: Yes No

Prior to employment, applicant will be investigated as to convictions for prior criminal offenses. A prior conviction will not automatically disqualify an applicant for employment and will be considered only as is related to the job applied for. Details (charges, penalties, where, when currently on parole, probated sentence) are requested.

Are you able to perform the essential functions of the job? Yes No

If no, which essential functions will you be able to perform? _____

What reasonable accommodations would help you to perform the essential functions?

High School or GED _____
 School _____ City/State _____ Last Grade Completed _____

College/University: _____
 Location _____ Sem. Hours _____ Major _____ Minor _____ Type of Degree _____

Special Skills and Qualifications - Summarize special skills and qualifications acquired from employment or other experience. Also, if applicable, indicate number of people you have supervised.

EMPLOYMENT RECORD - Start with your present or most recent job, include military service assignments and volunteer activities. Exclude organizations names which indicate race, color, religion, sex, national origin, or disability. Must include full and complete employment history for last 15 years as applicable. Explain breaks in employment, including unemployment benefits. Attach additional pages if necessary. **This section must be completed despite the possible enclosure of a resumé.**

May we contact your present employer? Yes No

Employer _____	Telephone (_____) _____
Job Title _____	Dates Employed: From _____ To _____
Salary: Starting \$ _____ Final \$ _____ Per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Year	
Supervisor _____	
Worked Performed _____	
Reason for Leaving _____	
Employer _____	Telephone (_____) _____
Job Title _____	Dates Employed: From _____ To _____
Salary: Starting \$ _____ Final \$ _____ Per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Year	
Supervisor _____	
Worked Performed _____	
Reason for Leaving _____	
Employer _____	Telephone (_____) _____
Job Title _____	Dates Employed: From _____ To _____
Salary: Starting \$ _____ Final \$ _____ Per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Year	
Supervisor _____	
Worked Performed _____	
Reason for Leaving _____	
Employer _____	Telephone (_____) _____
Job Title _____	Dates Employed: From _____ To _____
Salary: Starting \$ _____ Final \$ _____ Per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Year	
Supervisor _____	
Worked Performed _____	
Reason for Leaving _____	

READ CAREFULLY BEFORE SIGNING

I hereby certify that the statements made and answers given by me to the foregoing and following questions are true and correct and that there are no omissions of any kind whatsoever. I agree that any evasion, untruthful statement, answer, or omission shall be sufficient cause for discharge at any time. I agree to submit to the physical examination during the required drug screen, whenever requested by the City of Levelland, by doctor, or doctors designated by the City, either prior to or during the course of employment, subject to the requirements of ADA. I hereby release all doctors, medical personnel, and elected officials from all liability claims and damages in connection to furnishing any information to the City of Levelland. I hereby request and authorize the companies or persons shown under "Employment Record" or other interested parties not necessarily named in the foregoing application to furnish the City of Levelland and information regarding my employment by them together with any information they may have regarding me, including motor vehicle records, military records, financial status, criminal records, and general reputation, and I hereby release such companies or person, the City of Levelland, its management and elected officials from all liability, claims and damages in connection with the furnishing of such information. I further acknowledge that my employment may be terminated, and any offer of employment if such is made, may be withdrawn with or without cause, at the option of the City or myself. I further acknowledge that the foregoing completed application form does not in any way constitute a contract of employment.

Signature of Applicant

Date

The City of Levelland is an equal opportunity employer and does not discriminate on the basis of race, creed, color, national origin, gender, religion or disability.



AFFIRMATIVE ACTION FORM
Lifeguard

Government agencies require reports on status of applicants. This data is for analysis and affirmative action only. Submission is voluntary. Failure to supply this information will not jeopardize or adversely affect any consideration you may receive for employment or later advancement in employment.

Sex: Male Female

Race/ethnicity:

Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino) – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino) – A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (Not Hispanic or Latino) – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native (Not Hispanic or Latino) – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino) – All persons who identify with more than one of the above five races.

Veteran: Non-veteran

Please identify where you learned about an employment opportunity with this organization.

- Newspaper ad Tech school/college placement Employee referral
 Temporary service Recruiter State employment service
 Other _____