



The City of Laguna Beach Invites Applications For

ROOKIE & SEASONAL OCEAN LIFEGUARD

***Hourly Pay Range:
\$14.09-19.38****

Hourly wage to be determined by a candidate's qualifications and experience

Mandatory Swim Testing: 8:00 a.m., Saturday, March 1 or 15, 2008

An Open / Competitive Recruitment

ABOUT THE POSITIONS OF ROOKIE & SEASONAL OCEAN LIFEGUARD

Under direct or immediate supervision the Rookie or Seasonal Lifeguard will monitor an assigned area of ocean and beach from a lifeguard tower as the first-line protection of life, limb, and property. This position will primarily perform ocean rescues and prevent marine accidents and provide first aid as needed. This position will also enforce City municipal codes, California harbor and navigational codes and other relevant codes pertaining to the beach and marine environment. This position will perform other related duties as required.

Based on work experience with the City of Laguna Beach and the assignment of supervisory duties and responsibilities, Ocean Lifeguards may earn up to \$22.90* per hour. (* Starting July 1st, 2008).

Employee benefits provided are those required by law including a mandatory retirement program requiring an employee contribution of 3.75% of base salary.

JOB DUTIES

Watch designated sections of beach and water from an assigned station; perform ocean rescues; protect swimmers and warn of hazardous conditions; maintain telephone and/or radio communications with Lifeguard Dispatch; answer questions and provide information pertaining to ocean environment; administer first aid to those in need, such as mouth to mask rescue breathing and cardiopulmonary resuscitation; operate specialized life saving equipment; perform EMT skills; maintain stations and equipment in an orderly and clean fashion; maintain accurate logs on tides, weather and surf conditions, rescues, first aids and other miscellaneous services rendered; remove hazardous articles from the sand and water; maintain a professional and courteous relationship with the public; accept responsibility and accountability for the performance of duties; and, maintain effective and cooperative working relationships with those encountered in the performance of duties.

QUALIFICATIONS

Rookie Ocean Lifeguard - A qualified applicant must be at least 16 years of age as of June 15, 2008.

Seasonal Ocean Lifeguard - A qualified applicant must be at least 18 years of age as of June 15, 2008, or be at least 17 years of age with one season of Ocean Lifeguarding experience.

MANDATORY SWIM TEST will be conducted at
MAIN BEACH LIFEGUARD WHITE TOWER
2 Saturdays

March 1st or 15th, 2008

Sign-in begins at 8:00 a.m.

Candidates must be ready to enter the water promptly at 9:00 a.m. Unfortunately, late arrivals will not be allowed to participate.

Swim Testing consists of:

- 1000 Meter Ocean Swim - in 20 minutes or less
- 200 Meter Run/300 Meter Swim/200 Meter Run
- 300 Meter Swim

Note: Swim caps and goggles may not be used during any portion of testing.

If you have not submitted an application and physical testing waiver prior to swim test day: In order to participate you may bring these materials with you on the morning of testing, but you must turn them in and be signed in by 8:30 a.m. If you are under the age of 18 your parent or a legal guardian must sign your physical testing waiver.

Application materials, the Physical Testing Waiver and additional information may be obtained at the City of Laguna Beach Personnel Department, Marine Safety Department (949) 497-0310, or by accessing the City's website at: www.lagunabeachcity.net

TRAINEE ORIENTATION

Saturday, March 1 at 3:00 p.m. & March 15 at 1:00 p.m.

Testing will conclude at approximately 11:00 a.m. After testing concludes, those candidates who successfully complete the swim test will be invited to attend their trainee orientation at the above times in the City Hall Council Chambers. Parents are strongly advised to attend (see enclosed letter for important information).

CITY PAID ROOKIE & SEASONAL OCEAN LIFEGUARD TRAINING PROGRAM: Prior to placement in the position of Rookie or Seasonal Ocean Lifeguard, a candidate must be able to actively participate in and complete a ninety-four (94) hour Ocean Lifeguard Training Program that is scheduled from 8:00 a.m. to 6:00 p.m. on the following dates:

March 29, 30, April 5, 6, 12, 13, 19, 20, & 26.

Swim caps and goggles may not be used during any portion of training. The hourly rate of pay during training is \$6.75/Hr.

Note: Completion of the Ocean Lifeguard Training Program does not guarantee immediate placement in a Lifeguard position nor does it imply continued employment. Positions are filled as vacancies occur.

Marine Safety Department operational hours are 9:00 a.m. to 5:00 p.m., Monday through Sunday

Apply at:

City of Laguna Beach
Personnel Department
505 Forest Avenue
Laguna Beach, CA 92651

or:

Laguna Beach Lifeguard Headquarters, Main Beach

PHYSICAL TASKS, ABILITIES & ENVIRONMENTAL CONDITIONS

A candidate must have the physical strength, endurance, and ability required for the performance of essential duties and responsibilities that include: swimming, running, walking, standing, climbing, stooping, bending, pulling, pushing, sitting for extended periods of time and the ability to drag 150 pounds. Must be able to withstand prolonged exposure to the beach and ocean environment; including prolonged exposure to cold weather, water, and sun. May be exposed to hazardous materials and communicable diseases. An applicant must possess hearing and vision ability. Eyesight correctable to 20/40 is required.

In accordance with the Americans With Disabilities Act, a reasonable accommodation may be provided if an applicant requires special assistance in the application and selection process due to a qualified disability. Advance notice to the Personnel Department is required. Verifying documentation from a qualified authority may be required.

The City of Laguna Beach is an Equal Opportunity Employer and Promotes Workforce Diversity.

The provisions of this bulletin do not constitute a contract expressed or implied, and any provisions contained herein may be modified or revoked without notice.

Date Published: 1/1/08

January 1, 2008

To: **All Rookie and Seasonal Ocean Lifeguard Applicants**

Regarding: **Information Concerning Selection Testing for the City of Laguna Beach Marine Safety Department, Ocean Lifeguard.**

Dear Testing Candidate:

Please read the following information thoroughly and carefully. On behalf of the City of Laguna Beach and the Marine Safety Department, I would like to thank you for your interest and participation in our seasonal recruitment for Ocean Lifeguard. We appreciate the time and effort you are spending in the application and testing procedure for this important position. The following information is necessary for you to review before participation in selection testing in order to prepare you for the events on testing day. In the interest of insuring that testing day and the summer program run as smoothly as possible, I ask you to read the information below carefully.

The Ocean Lifeguard training program the City offers has resulted from years of development by Marine Safety staff members employing the best training principles and practices available. The Marine Safety Department also embraces traditions nurtured over years of participation by many long returning staff members.

The training and seasonal employment in this program requires a focus on commitment. First, training must be completed in its entirety in order for you to be considered for hire this summer. Also, in order to remain actively employed in the summer program you will be required to work hours as scheduled. Vacations and/or leaves of absence cannot be accommodated. We hope you will enjoy the discipline and dedication these requirements provide, and that you too will return to our program, as many others do, year after year.

On testing day sign in begins at 8:00 a.m. at the Main Beach lifeguard station (white tower). If you have not already submitted your application and Physical Testing Waiver you must do so by 8:30 a.m. The time before the test begins is your opportunity to sign-in with the Marine Safety staff members who will be directing the day's activities, turn in your materials, ask any questions you may have and warm-up. The actual testing will begin promptly at 9:00 a.m. Unfortunately, late arrivals will not be allowed to test. Please also remember that if you are under the age of 18, a parent or guardian must sign your Physical Testing/Training Waiver.

If you complete your tryout with acceptable results on the morning of March 1 or 15, you will be invited to meet with the Marine Safety staff in the Laguna Beach Council Chambers at 3:00 p.m. the afternoon of the 1st, or 1:00 p.m. on the 15th. **If you are under the age of 18 it is strongly recommended that your parents attend.** The Council Chambers are located at Laguna Beach City Hall, 505 Forest Avenue. At this meeting the staff will describe the training you will undergo over the following months in preparation for the summer season. They will also be assisting you in the completion of paperwork needed in order for you to be placed in the position of Lifeguard Trainee. **You will be required to bring the following documents with you to properly complete this paperwork:**

- 1) **Social Security Card* or Birth Certificate**
- 2) **Driver's License (if you have one)**
***A U.S. Passport may be used in place of either of the above however you will need your Social Security number for your State and Federal tax forms**

If you have any questions regarding any of this information, please do not hesitate to contact the Marine Safety Department at (949) 497-0310 or the Laguna Beach Personnel office at (949) 497-0324. The Marine Safety office is open Monday through Sunday between the hours of 9:00 a.m. and 5:00 p.m.

I encourage you to challenge yourself to be a part of our tradition, and again, thank you for your interest in our program.

Best of Luck,

Mark Klosterman
Chief of Marine Safety