

City and County of San Francisco

Carol Isen
Human Resources Director



Department of Human Resources

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**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: December 19, 2025

Re: **Notice of Proposed Classification Actions – Final Notice No. 15 FY 2025/2026
(copy attached).**

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective December 19, 2025.

Carol Isen
Human Resources Director

by:

A handwritten signature in black ink, appearing to read 'Steve Ponder', is placed over a horizontal line.

Steve Ponder
Classification and Compensation Director
Human Resources

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Class and Comp Unit
DHR – Client Services Unit
DHR – Employee Relations Unit
DHR – Recruitment and Assessment Unit
DHR – Client Services Operations
Carol Isen, DHR
Sandra Eng, CSC
Erik Rapoport, SFERS
Theresa Kao, Controller/ Budget Division
E-File

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: Pool Lifeguard

Job Code: 3208

DEFINITION

Under general direction, protects the health, safety and welfare of patrons at a municipally operated swimming pool facility. Responsibilities include maintaining discipline in and around the swimming pool; conducting rescue operations; making continuous contact with swimmers and the general public; cleaning and disinfecting the pool, decks, showers, locker rooms and aquatic equipment; and performing related duties as required.

DISTINGUISHING FEATURES

The 3208 Pool Lifeguard ensures safety of swimmers during all public swimming events and activities as well as for maintaining the facility for safety and cleanliness. This class is distinguished from the 3209 Swimming Instructor in that the latter is responsible for instructing, supervising, testing and the safety of all student swimmers during swimming instruction classes.

SUPERVISION EXERCISED

None.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Patrol and monitor pool activities, facility patrons and swimmers to prevent accidents; identify people in distress or those in danger.
2. Conduct rescue operations; perform lifesaving techniques; assist swimmers in distress and rescue swimmers in danger; pull drowning victims out of the water; call for emergency assistance; perform first aid resuscitative measures when necessary.
3. Communicate with facility patrons; caution swimmers regarding unsafe practices and safety hazards; enforce pool rules and regulations; maintain order in and around the pool.
4. Maintain aquatic facility by inspecting and observing the pool area, lobby, change rooms and deck for safety and cleanliness; perform general pool facility maintenance duties including cleaning and disinfecting pool, lobby, change rooms and deck; may take and record water quality samples in the absence of a supervisor.
5. Prepare the facility for various aquatic events; handle and store equipment and materials when not in use.
6. Collect revenue and fees for facility use and participation in facility activities and events; greet and check in facility guests.
7. Provide customer service; share general information regarding facility operations, programs and schedules.
8. Prepare incident and accident reports as necessary.

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KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: procedures and techniques of lifeguarding; emergency procedures; practices and techniques of CPR, automated external defibrillator (AED), First Aid, Oxygen Administration.

Ability or Skill to: rescue submerged victim and remove from water; perform First Aid and CPR and use Automatic External Defibrillator (AED); demonstrate strong swimming with competent lifeguard skills; think clearly and act quickly and decisively in emergency situations while remaining calm; learn safety methods and procedures necessary to ensure public safety in and around a pool; learn and understand policies and procedures of the swimming pool facility; and explain City swimming pool policies and procedures. Operate small hand tools for minor pool maintenance; safety and rescue equipment including AED, rescue tube, pocket mask, oxygen, first aid kit, pool testing equipment, ozonator, pool vacuum, timing system, and janitorial equipment including brooms, mops, squeegees, hoses, and plungers. Operate point of sale machine; basic office equipment, and chair lift. Communicate clearly and concisely, both orally and in writing with varying age groups; use basic facility programs such as e-mail, scheduling and registration soft-ware; learn to prepare clear and concise reports; learn to take and record water chemistry.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

Experience:

License and Certification:

Current possession and maintenance of the following certifications or the equivalent of:

1. Lifeguarding issued by the American Red Cross or equivalent certified issuing agency;
2. CPR/AED for the Professional Rescuer issued by the American Red Cross or equivalent certified issuing agency;

Possession of the following certification or equivalent within twelve (12) months of appointment:

1. Oxygen Administration for the Professional Rescuer issued by the American Red Cross or equivalent certified issuing agency; and
2. Title 22 - First Aid for Public Safety Personnel issued by the American Red Cross or equivalent certified issuing agency.

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Substitution:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: 3209 Swimming Instructor

From: Entrance examination

ORIGINATION DATE: 8/17/11

AMENDED DATE: 1/8/20; 12/19/25

REASON FOR AMENDMENT: *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

BUSINESS UNIT(S): COMMN