

POSITION DESCRIPTION

Class Title: **Pool Office Assistant**
Department: Parks and Recreation
Worker's Comp Group No. 054
Date: April 7, 2005

Job Code Number:
Grade Number:

GENERAL PURPOSE

Responsible for the accurate and efficient handling of all sales and monies collected at the concessions area while maintaining discipline in the pool facility.

SUPERVISION RECEIVED

Works under the general supervision of the Pool Supervisor.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Monitors the use of the swimming pool facility; enforces safety rules; patrols the swimming pool and facility; maintains discipline.

Collects and registers all monies from admission sales, programs, and concession sales; completes daily reports of monies collected.

Operates a cash register; 'Z' out register; enter date, etc.

Reports all physical hazards and unsafe conditions of the facility.

Maintains cleanliness of pool facility, bathhouse, parking lot, park and surrounding areas of pool; picks up trash, removes weeds, etc.

Assists in implementing various aquatic competitions.

Performs a variety of miscellaneous duties such as answering phone, running errands, picking up supplies needed for activities, conducting classes, selling tickets, collecting fees, making arrangements for rental and use of pool, helping set up for programs, events, etc.

Responds to public inquiries about aquatics programs made by telephone and correspondence.

Assists in the preparation of posters, bulletin boards, and related communication regarding aquatics programs.

Assists in the coordination of aquatics programs, registers participants, collects fees and distributes equipment.

Promotes interest and provides information regarding recreation programs to the general public and others as requested.

Officiates at swimming meets.

Assists in the opening and closing of the pool facility; inventories and properly stores all furniture and equipment; cleans facility.

Administers lifesaving and emergency techniques covered by certification.

PERIPHERAL DUTIES

Performs tasks within the recreation department as assigned during inclement weather.

Other duties as may be assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

High School or any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

Skill in operation of listed tools and equipment; skill in first aid and CPR/AED.

Ability to effectively enforce safety and health regulations relating to an aquatics program and the facility; ability to establish and maintain effective working relationships with employees, supervisors, participants, instructors and the general public; ability to communicate effectively orally; ability to give and understand oral instructions.

SPECIAL REQUIREMENTS:

First aid and CPR/AED certification.

Required training and/or certifications will be paid for by the Town; however, if the employee resigns prior to six months of employment, any fees paid by the Town will be reimbursed to the Town.

TOOLS AND EQUIPMENT USED:

Various hand tools used in the maintenance of swimming pool equipment and facility; pool testing equipment; phone; whistle; public announcement and stereo system.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk, or hear. The employee is occasionally required to use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is exposed to wet and/or humid conditions, toxic, or caustic chemicals.

The noise level in the work environment is moderately quiet to loud.

GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; criminal background investigation; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Supervisor

Approval: _____
Town Manager

Effective Date: 4/7/2005

Revision History: October 1, 2004
April 7, 2005
September 17, 2013
April 25, 2018

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