Aquatics Specialist

Job Profile

Job Code : Not Indicated	**Job Group :** Not Indicated
Job Grade : Not Indicated	**Job Family :** Not Indicated
Department Name For This Position : Parks	**Position Reports To :** Aquatics Superintendent
Physical Location For This Position : Bishop/Mills Park	**This Position Is :** Non Exempt
This position is safety sensitive : Yes	**Security Sensitive :** No

GENERAL DESCRIPTION OF POSITION

Monitors activities in the aquatic facilities ensuring safety and cleanliness, supervising part staff, conducting aquatic programming, monitoring pool water quality and pool maintenance by performing the following duties

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Cautions swimmers regarding unsafe areas

2. Rescues swimmers in danger of drowning and administers first aid

3. Maintains order at the aquatics facility by enforcing the aquatic center rules and regulations

4. Reports all disciplinary problems to the Aquatics Superintendent

5. Arrives mentally, physically and emotionally prepared to perform job duties

6. Participates in providing swim lessons and other aquatic progamming

7. Supervises part time staff

8. Completes incident and accident reports as needed

9. Organizes and puts away equipment and ensures that pool area is neat and orderly

10. Reports any problems in staff relationships to the Aquatics Superintendent

11. Attends all required staff meetings and in-services

12. Maintains a current certification in Lifeguard Training, CPR and First Aid

13. Informs the Aquatic Superintendent when supplies need to be ordered as well as when equipment needs to be repaired or replaced

14. Maintains positive public relations at the aquatic facility by demonstrating outstanding customer service and professionalism

15. Performs facility maintenance such as cleaning and maintaining proper water chemistry

16. Responsible for completing daily checklists ensuring the safety and security of the Aquatic Center

17. Sets a positive example for fellow staff members

18. Remains flexible to work weekends, holidays and varied shifts

19. Works overtime as assigned by supervisor

20. Perform any other related duties as required or assigned

SUPERVISORY RESPONSIBILITIES

RESPONSIBILITIES FOR WORK OF OTHERS

Supervises a MODERATE SIZE GROUP (8-15) of employees, but possibly smaller if difficult, SEMI-TECHNICAL work, requiring considerable direction and assistance, is involved. Plan, direct and coordinate work, make decisions, and perform personally the more

difficult aspects of the same broad assignment.

RESPONSIBILITY FOR FUNDS, EQUIPMENT, PROPERTY, ETC.

Same as Degree 4, but loss would range from $150,000 to $1,000,000.

What departments (if any) are supervised by this position? : Not Indicated

EDUCATION AND EXPERIENCE

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Mental alertness and adaptability to office and field area work routines. Equivalent to four years high school or GED, with particular emphasis during high school in office skills, shop skills, or others.

EXPERIENCE GENERAL

12 to 18 months related experience and/or training.

EXPERIENCE MANAGEMENT

1 to 6 months related management experience.

WORK SKILLS

ANALYTICAL ABILITY/ PROBLEM SOLVING

MODERATELY REPETITIVE. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

PLANNING

CONSIDERABLE RESPONSIBILITY with regard to GENERAL ASSIGNMENTS in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing BASICALLY THE SAME TYPE OF WORK.

DECISION MAKING

Performs work operations which permit FREQUENT opportunity for decision-making of MINOR IMPORTANCE and also FREQUENT opportunity for decision-making of MAJOR IMPORTANCE; the latter of which would affect the work operations of OTHER EMPLOYEES and/or CLIENTELE to a MODERATE DEGREE.

SUPERVISION RECEIVED

Under GENERAL SUPERVISION where standard practice enables the employee to PROCEED ALONE on routine work, referring all questionable cases to supervisor.

ACCURACY

Probable errors of INTERNAL SCOPE should ordinarily be DETECTED WITHIN THE DEPARTMENT OR OFFICE in which they occur, but MAY AFFECT THE WORK OF OTHERS WITHIN THE UNIT, requiring additional expenditure of time to trace errors and

make all necessary corrections. Errors would require a moderate amount of time to correct.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide numbers. Ability to perform these mathematical skills using money and other forms of measurement.

CRITICAL THINKING SKILLS

Ability to use common sense understanding in order to carry out detailed written or oral instructions. Ability to deal with problems involving a few known variables in situations of a routine nature.

MENTAL DEMAND

MODERATE MENTAL DEMAND. Operations requiring ALMOST CONTINUOUS ATTENTION, but work is sufficiently repetitive that a HABIT CYCLE IS FORMED; operations REQUIRING INTERMITTENT DIRECTED THINKING to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

COMMUNICATION SKILLS

- Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

ACCOUNTABILITES

FREEDOM TO ACT

STANDARDIZED. Accepted processes covered by well-defined standardized policies and procedures with supervisory review.

ANNUAL MONETARY IMPACT

VERY SMALL: Job creates a monetary impact for the organization up to an annual level of $100,000.

IMPACT OF JOB ON END RESULTS

MODEST IMPACT. Job has some impact on the organization's end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

CERTIFICATES, LICENSES, REGISTRATIONS REQUIRED

2 year American Red Cross Lifeguard Certification, which includes First Aid/CPR/AED.

CERTIFICATES, LICENSES, REGISTRATIONS PREFERRED

Aquatic Facility Operator or Certified Pool Operator, American Red Cross Water Safety Instructor

Certification

CONTACTS WITH PUBLIC AND EMPLOYEES

CONTACTS WITH PUBLIC

REGULAR CONTACTS with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a LIMITED type of problem for the organization.

CONTACTS WITH EMPLOYEES

Contacts OCCASIONALLY with others beyond immediate associates, but generally of a ROUTINE NATURE. May obtain, present or discuss data, but only as it pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

OCCASIONAL USE OF COMPLEX machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

SOFTWARE SKILLS REQUIRED

- Payroll Systems: None
- Presentation/PowerPoint: None
- Programming Languages: None
- Spreadsheet: Basic
- Word Processing/Typing: Basic
- Other: None
- 10-Key : None
- Accounting: None
- Alphanumeric Data Entry: Basic
- Contact Management: None
- Database: None
- Human Resources Systems: None

PHYSICAL DEMANDS

PHYSICAL ACTIVITIES

- Stand: Regularly
- Walk: Regularly
- Sit: Regularly
- Use hands to finger, handle, or feel: Regularly
- Reach with hands and arms: Regularly
- Climb or balance: Regularly
- Stoop, kneel, crouch, or crawl: Frequently
- Talk or hear: Continuously
- Taste or smell: Frequently

WEIGHT LIFTED

- Up to 10 pounds: Occasionally
- Up to 25 pounds: Occasionally
- Up to 50 pounds: Occasionally
- Up to 100 pounds: Never
- More than 100 pounds: Never

VISION REQUIREMENTS

- Close vision (use of a computer, equipment, or any other work duties that require clear vision within two feet or less).
- Distance vision (driving vehicles or equipment; work duties such as surveying that requires clear vision at twenty feet or more).
- Color vision (interpreting color software screens or reports; work duties that require the ability to identify and distinguish colors).
- Peripheral vision (seeing 180 while focusing on a given object or area; work duties that require seeing beyond or around the focused vision area).
- Depth perception (ability to utilize three-dimensional vision to judge distances, placement of objects and spatial relationships).
- Ability to adjust focus (work duties that require the ability to adjust the eye to bring an object into sharp focus at various distances or focal lengths).

PHYSICAL DEMAND

HIGHLY REPETITIVE, HIGHLY PHYSICAL. HIGHLY REPETITIVE type work which requires the CONCENTRATED AND NON-DIVERSIFIED physical demands of the employee.

WORK ENVIRONMENT

ENVIRONMENTAL CONDITIONS

- Work near moving mechanical parts (spinning shafts, engines, lifts, etc.):

Occasionally

- Work in high, precarious places (tall structures, bucket lifts, extension ladders, etc.): Never
- Fumes or airborne particles (painting, sanding, solvents, flying lint or dust particles, etc.): Occasionally
- Toxic or caustic chemicals (including potential for chemical spills, etc.): Frequently
- Outdoor weather conditions (exposure to outdoor heat, cold or inclement weather): Regularly
- Wet or humid conditions (not weather-related, such as greenhouse, carwash, etc.): Regularly
- Extreme cold (not weather-related, such as freezer, cold storage, etc.): Never
- Extreme heat (not weather-related, such as furnace, kitchen, ovens, etc. where temperature is regularly above 100 degrees F): Occasionally
- Risk of electrical shock (live electrical wires, equipment that retains power after shutoff): Occasionally
- Work with explosives (TNT, dynamite, nitroglycerine, or other related explosives): Never
- Risk of radiation (x-ray equipment, nuclear radiation, electromagnetic radiation, etc.): Never
- Vibration (jackhammer, soil compactor, equipment that creates high vibration, etc.): Never

LEVEL OF NOISE

Moderate (business office with computers/printers, light traffic, etc.)

WORKING CONDITIONS

Somewhat disagreeable working conditions. Exposed to any number of elements noted in Degree 2, with one or two elements present continuously. May involve some travel and/or work is at times, in the evening or during the night hours.

ADDITIONAL INFORMATION

Not Indicated

Completed by: Charlotte Rue

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