

POOL ATTENDANT
Pulaski County

Department: Parks and Recreation

Supervision Exercised: None

Supervision Received: Work is performed under the supervision of the Parks and Recreation Director/Aquatics Supervisor.

Classification (FLSA): Non-Exempt, Part Time Seasonal – Up to Forty (40) hours/week during the pool season of May through early September.

TESTING/SCREENING & CERTIFICATIONS REQUIRED; Drug & Alcohol Testing, Background Screening & Driving Record.

AGE REQUIREMENT: At least 16 years

ESSENTIAL FUNCTIONS: Pool attendants are responsible for greeting patrons, collecting pool entry fees, counting fees, issuing arm bands, maintaining cleanliness of the facility and handling all other general patron inquiries. Physical presence on the job is required due to functions and responsibilities that must be performed onsite.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or abilities required.

RESPONSIBILITIES:

- Enforce and adhere to all rules and regulations pertaining to the Water Park Facility
- Collect daily swim fees from the public entering the pool facility
- Distribute wrist-bands to the public prior to entering the facility
- Perform security checks of all bags and coolers entering the facility
- Answering of park telephone and distributing messages accordingly
- Assist lifeguards and other staff with various park-related projects
- Administer first aid in the event of an injury
- Record all accidents in full detail on the accident report forms and report to director
- Ensure the safety of all participants and staff at the pool
- Daily cleaning and maintenance of the pool, pool deck, all associated equipment, and pool bathhouse which includes restrooms, showers, floors, and emptying trash
- Participate in training's pertaining to CPR and First Aid skills, as deemed necessary
- Additional duties as deemed appropriate by the supervisor

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to work cordially and professionally with staff members and the general public
- Ability to be professional, alert, courteous, and tactful with others
- Knowledge of all pool emergency procedures and perform daily facility security checks
- Ability to follow directions, arrive to work on time, and perform duties in specified time frame
- Ability to observe and manage individuals in large settings
- Ability to be supervised by or supervise peers of similar age
- Must be willing to work evenings and weekends throughout the summer
- Ability to be kind, friendly, and courteous to public
- Must have an outgoing personality

ADA REQUIREMENTS: Position requires frequently lowering position of self to the floor using a variety of methods and maintaining that position to achieve work objectives; ability to frequently traverse surroundings; ability to extend position of self to gain access to objects, such as those on a shelf or small distance from self, ability to frequently remain stationary in an upright position; moving items weighing up to 50 pounds. This position also requires the continual use of one's ability to observe details at close range or at a normal distance in their surroundings and the ability to perceive sounds and communicate information accurately and understandably with others in the work environment.

EDUCATION AND EXPERIENCE:

- Current enrollment in high school, minimally required
- Previous experience working with the public, preferred

PROFESSIONALISM AND CONFIDENTIALITY:

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day-to-day activities to promote effective teamwork to accomplish the goals of the County

TRAINING AND JOB DEVELOPMENT:

- Develops and sets own personal goals for acquiring new skills and job growth
- Participates in conferences, workshops, webinars, and other opportunities to maintain current awareness of County trends and for educational growth
- Works with staff to discuss and resolve problems and provide ideas for improvement

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Note: This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Pulaski County Administration reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all County policies and procedures.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job without accommodation.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job with accommodation(s).

Please list the accommodation(s) needed to fulfill the essential functions of this job description:

Employee Name: _____

(Please print)

Employee Signature

Date