



CITY OF PATASKALA, OHIO POSITION DESCRIPTION

POSITION TITLE:	Aquatic Facility Assistant Manager
HOURLY PAY RATE:	\$16.00 per hour
POSITION TERM:	Seasonal (non-permanent)
DEPARTMENT:	Parks and Recreation Department
POSITION REPORTS TO:	Parks and Recreation Manager
NUMBER OF OPENINGS:	Two (2)
FLSA STATUS:	Non-Exempt
CIVIL SERVICE STATUS:	Unclassified

JOB DESCRIPTION:

Basic Functions

Responsibilities include but are not limited to enforcing policies and procedures, which ensure efficient and effective operation of pool facilities including personnel management and training. Duties involve all swimming pool operations, including first aid, rotations, scheduling for staff, public relations, janitorial duties, limited pool maintenance including daily chemical analysis/testing, pool cleaning, cleaning of bathrooms & concession stand area, swim lessons, water aerobics and all other duties as necessary or required. This employee should have excellent organizational, communication, and public relation skills. This is a working supervisory position requiring weekend and holiday work.

Essential Functions

Duties include, but are not limited to, the following:

- Prepare all work schedules for employees making sure lifeguards are on duty at all times the pool is open
- Chemical analysis and application
- Ensure lifeguards follow all policies and procedures for employment
- Submit hours, days, & time worked for all employees under his/her direct supervision
- Ensure employees under his/her direct supervision are properly trained in their duties
- Hold monthly or as needed training & safety meetings for all employees under his/her direct supervision
- Track pool attendance, balance cash drawer

- Ensure proper operating condition of all equipment
- Handle first aid problems
- Maintain staff rotations and staff breaks
- Maintain discipline at the swimming pool facility and supervises all staff enforcing staff policies and rules
- Enforce the City of Pataskala Pool rules and regulations to staff and public
- Maintain positive public relations
- Document and report all disciplinary problems and accidents to the Parks Manager.
- Maintain a clean facility including but not limited to bathrooms, trash picked up in and outside of facility, pool vacuumed a minimum of 2 times per week, more as needed
- Set a positive example for the rest of the staff to follow
- Inform Administration when supplies are needed and if equipment needs repaired
- Schedule events held at the pool at times other than the regularly scheduled hours including swim lessons
- Check all gates and doors at closing time
- Meet with the City Council or Pataskala Park Manager as needed to provide information concerning pool operations
- Other duties as deemed necessary or as required

HOURS:

- Work pool operating hours 11am-10pm
- Work special events, community events, and pool parties

Safety

- Follows established safety procedures
- Reports unsafe conditions to supervisor
- Assists with department housekeeping

Other Duties

- Other related duties as required or assigned by the Parks and Recreation Manager

MINIMUM REQUIREMENTS FOR ENTRY TO POSITION

- Must be 18 years of age
- Possess current Lifeguard Training, First Aid, and CPR-PR Certifications
- Previous similar experience a plus
- Able to obtain pool licensure within 60 of hire (Not required)

- Ability to work and enforce policy and procedure with little to no supervision
- Relate well with public and be highly reliable
- Attend regular in-services and meetings.

All applications will be reviewed and considered for qualifications. The City of Pataskala reserves the right to determine if an applicant meets the essential qualifications of the position.

The City of Pataskala is an equal opportunity employer

Posted: Thursday, January 30, 2020

Approved by City of Pataskala Personnel Board of Review – November 11, 2019