

## City of Greencastle, Indiana Parks and Recreation Department

Position: Assistant to the **Greencastle Aquatics Center Facility Manager**

Employment Terms: Seasonal

Department: Parks and Recreation

General Statement of Duties: Performs supervisory and skilled maintenance work overseeing the operation and maintenance of the aquatics center and performs related duties as required.

Works under the general supervision of the **Greencastle Aquatics Center Facility Manager**, as well as the Parks & Recreation Director. Exercises general and technical supervision of seasonal aquatics center lifeguard, concession, cashiers, and maintenance staff.

### **Assist the Aquatics Manager with ...**

- ◆ the daily operations/management of the Aquatic Center: water quality, staff management, facility maintenance, water safety, admissions, concessions operations, surrounding public grounds and parking lots.
- ◆ Administration of the aquatic center's programs, pool rentals and special events.
- ◆ hiring and training, supervising, evaluating, and disciplining lifeguard, concessions, cashier and maintenance staff.
- ◆ planning and assigning work schedules for employees.
- ◆ scheduling, developing and leading staff in-service training. In addition, completes a training agenda, records staff attendance and maintains information reviewed during trainings.
- ◆ Completing the necessary facility reports, accident and incident reports, operational logs, daily cash reports, and other paperwork as assigned.
- ◆ Ensuring every aspect of the aquatic center's operation is safe by checking the center's equipment, filter and recirculation systems and maintaining proper chemical levels.
- ◆ Developing an Emergency Action System (EAS) for the aquatic center, addressing various program activities conducted throughout the day and evening. Trains staff and conducts weekly drills to ensure staff and public are aware of EAS procedures and responsibilities.
- ◆ Evaluating existing situations and utilizes good judgment in making decisions concerning patrons and staff. Ensures the pool is sufficiently staffed at all times.
- ◆ Working closely with the community to involve as many people as possible in aquatic activities. Promotes a spirit of friendliness and cooperation with co-workers and the community.

- ◆ Performing all other duties as assigned.

Knowledge, skills and abilities:

- ◆ Ability to be bonded.
- ◆ Possess a valid State of Indiana Driver's License.
- ◆ Possess current American Red Cross First Aid and CPR, and Lifeguarding Certifications. Water Safety Instructor (WSI), Lifeguard Instructor (LGI) and Certified Pool Operator (CPO) Certifications preferred.
- ◆ At least one year of supervision in an aquatics or recreation setting preferred.
- ◆ Considerable knowledge of mechanical equipment and maintenance procedures and practices of pool operations.
- ◆ Working knowledge of preventive maintenance of pool equipment.
- ◆ Ability to communicate effectively orally by telephone or in person, and in writing.
- ◆ Ability to prioritize work projects.
- ◆ Ability to analyze maintenance problems and determine an appropriate solution.
- ◆ Working ability to plan and give work direction to department staff, and oversee the work of volunteers and community service workers.
- ◆ Working ability to read and interpret technical manuals and blueprints and to determine solutions to a variety of maintenance and repair problems.
- ◆ Working ability to stand, walk, sit, bend, stoop, crouch, kneel, push, pull, twist, turn, perform repetitive movements, work in confined spaces, use large motor skills, and perform manual labor for extended periods of time, sometimes under adverse weather conditions.
- ◆ Ability to operate various pool and park maintenance equipment and tools such as push lawnmowers, automated pool vacuum, and power washer.
- ◆ Ability to complete other duties as assigned.

I, \_\_\_\_\_, have read and understand the above job description and I agree to meet the responsibilities listed.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_