

City of Greencastle Parks and Recreation Department

Position: Assistant to the Aquatics Director

Responsible to: Aquatics Manager and Park Superintendent (Parks & Recreation Director as Certified Pool Operator)

Employment Terms: Seasonal

Department: Parks and Recreation

General Statement of Duties: Under the direction of the Aquatics Director and the Park Superintendent performs supervisory and skilled maintenance work overseeing the operation and maintenance of the aquatics center and performs related duties as required. Exercises general and technical supervision of seasonal aquatics center lifeguard, concession, cashiers, and maintenance staff.

Minimum Qualifications:

- At least 18 years of age
- 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), and Lifeguard Instructor (LGI)
- At least one year of supervision in an aquatics or recreation setting preferred
- Ability to be bonded

Duties and Responsibilities:

- Reports to work prior to scheduled time in full uniform
- Assists with management of the Aquatic Center, staff management, facility maintenance, water quality, water safety, admissions, concessions operations, surrounding public grounds and parking lots
- Assists with administration of the aquatic center's programs, pool rentals and special events
- Assists with training, supervising, evaluating, and disciplining lifeguard, concessions, cashier and maintenance staff
- Assists with planning and assigning work schedules for employees
- Assists with scheduling, developing and leading staff in-service training. In addition, assists with training agendas, records staff attendance and maintains information reviewed during trainings
- Completes the necessary facility reports, accident and incident reports, operational logs, daily cash reports, and other paperwork as assigned
- Ensures 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
- Develops and enforces the 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:

- 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.

The Greencastle Board of Park Commissioners reserves the right to reject any and all submissions based on the commission's best interest and to waive any irregularities it may see fit with an applicant's qualifications. The City of Greencastle is an Equal Opportunity Employer, which does not discriminate on the basis of race, color, religion, sex, national origin, disability, age or other unlawful bias.

I, _____, have read and understand the above job description and agree to meet the responsibilities listed to the best of my abilities.

Signed: _____ **Date:** _____

Witness: _____ **Date:** _____