

POSITION DESCRIPTION

Class Title: Pool Monitor
Department: Pool
Date: March 2022

GENERAL PURPOSE:

Performs routine public contact and safety work at the Pinewood Aquatic Center.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

The following duties are typical for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Note: It is expected that every employee should be on time, fully prepared, every day that they are scheduled to work.

SUPERVISION RECEIVED

Works under the immediate supervision of the Pool Manager.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- a. Monitors the use of the swimming pool and enforces safety rules.
- b. Fills in where needed when patron capacities demand it.
- c. Performs a variety of miscellaneous duties such as answering the phone, running the cash register or restocking of supplies.
- d. Responds to public inquiries about aquatic programs.
- e. Maintains related records and statistics for various aquatic programs and/or incidents.
- f. Assists in the maintenance of the swimming pool and completes daily cleaning requirements.
- g. Fill in for the Cashier/Front Desk when needed.
- h. Other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- a. Working knowledge of the equipment, facilities, operations and techniques used in a comprehensive aquatics program.
- b. Knowledge of First Aid and CPR
- c. Skilled in operation of tools and equipment used by lifeguards.
- d. Skilled in the observation of swimming participants and ways to avoid distractions.
- e. Ability to effectively enforce safety and health regulations relating to an aquatics program.
- f. Ability to establish and maintain effective working relationships with employees, supervisors, participants, instructors, and the general public.
- g. Ability to give and understand oral instructions.

- h. Ability to maintain calm in emergency situations.

SPECIAL REQUIREMENTS

Recommend American Red Cross Adult/Child/Infant CPR/AED certification

TOOL AND EQUIPMENT USED

Various hand tools used in the maintenance of swimming pool equipment; phone, cash register, and cleaning equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately noisy.

JOB PERFORMANCE STANDARDS

- Monitors pool deck area for safety
- Maintains a clean pool deck area
- Enforces pool safety
- Assists Lifeguards when needed
- Assists Cashier/Front Desk when needed

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Effective Date: _____

Revision History: _____