



**RECREATION DEPARTMENT
JOB DESCRIPTION**

POOL ATTENDANT

EXEMPT: Yes

UNION: No

GENERAL STATEMENT OF JOB:

Provide outstanding customer service to guests at the Platteville Family Aquatic Center: collect fees, clean facilities, and supervise sand and slide play area.

EXAMPLES OF WORK PERFORMED:

Section 1. Specific Activities

- 1.1 Collects money or pass from swimmers.
- 1.2 Cleans facilities including restrooms, locker rooms, and grounds.
- 1.3 Supervise facilities including the sand and slide play areas.
- 1.4 Answers telephone.
- 1.5 Assists with teaching swimming lessons.
- 1.6 Communicates with patrons in a friendly/professional manner.
- 1.7 Attends employee orientation and meetings as required.
- 1.8 Satisfies training requirements on a weekly basis.

Section 2. Peripheral Activities

- 2.1 Performs other tasks as requested or as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Carry out detailed uninvolved written or verbal instructions; deal with a few concrete variables. Addition and subtraction; copying figures, counting, and recording.

Skill in operation of listed tools and equipment. Skill in First Aid and CPR.

Ability to understand and follow verbal or demonstrated instructions; write identifying information; request supplies verbally or in writing. Ability to communicate effectively, verbally or in writing, with customers and the general public to take money and baskets, answer questions. Ability to have a quick action response in an emergency. Employee will be familiar with details of job to do it reasonably well within 2 weeks or less.

TOOLS AND EQUIPMENT USED:

Cash register and calculator.

CONFIDENTIAL DATA:

Employee will maintain a high level of confidentiality concerning money, safety, health and work related matters.

ESSENTIAL PHYSICAL JOB REQUIREMENTS:

The physical demands 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, employee constantly reaches; grasps; keyboards; uses repetitive movements; uses eye-hand coordination; talks; has contact with general public/customers. Employee frequently stands; sits; holds; hears. Employee occasionally walks; uses the telephone; works alone.

Employee must be able to frequently lift up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision.

ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:

All applicants will be considered for these positions. The following elements serve to identify the required acceptable experience and qualifications:

- 1 Minimum education: Less than High School Degree, plus courses in CPR, First Aid, and
- 2 Related work experience of 6 months or less, or

- 3 Any equivalent combination of education and experience.
- 4 First Aid and CPR certification.

STATEMENT OF WORKING CONDITIONS:

The City of Platteville is a drug-free workplace.

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.

While performing the duties of this job, employee is exposed daily to dirt from disinfecting, garbage; noise from children; equipment movement hazard from baskets, garage doors; dangerous chemicals/solvents with disinfect chemicals. Employee is occasionally exposed to temperature extremes on hot days.

POSITION ACCOUNTABILITY:

REPORTS TO: Pool Manager or Assistant Pool Manager and Parks & Recreation Director

SUPERVISION EXERCISED: None.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview, criminal background check, drug / alcohol testing, 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 logical assignment to the position.

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

Approved by Common Council: 4/10/01

Revision History: 7/1196; 2/7/01; 12/31/10; 1/29/15; 7/3/16; 1/20/20