

CITY OF FORT ST. JOHN POSITION DESCRIPTION

Class Title: Pool Attendant I
Department: Community Services
Date: September, 1999

NATURE OF WORK

The Pool Attendant I is assigned the primary responsibility of instructing and lifeguarding various aquatic programs. Ancillary responsibilities relate to Record Keeping, Cashier, Custodial, Pool Sanitation and Filtration, Health and Safety and Other Related Duties as assigned.

SUPERVISION RECEIVED

Works under the supervision of the Pool Manager and or Aquatic Supervisor and may also receive supervision from the Facilities Manager.

SUPERVISION EXERCISED

May occasionally supervise assigned assistants.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Record Keeping:

- Records completed work as required.
- Maintains logbooks as required.
- Maintains instructional program evaluation progress reports for each participant.
- Records user hours and participation statistics.

Instructor:

- Instructs the lower levels of the Canadian Red Cross Water Safety and other agency programs, as offered by the Department, and for which the employee is qualified to teach.
- Ensures that candidates are instructed and evaluated at the required standards of the program; Lesson plans are prepared in advance of the lesson set and maintained at a current status; Pool space is coordinated with other Instructors to provide the least disruption of other classes and programs.
- Instructs the Aquafit fitness program.

Lifeguard:

- Lifeguards the various recreational swim programs and rentals.

Clerk/Cashier:

- Collects user fees as required on a limited basis.

Custodial:

- Maintains the cleanliness of the facility by performing routine janitorial and cleaning duties as may be required.

Pool Sanitation and Filtration:

- Completes basic pool water tests for chlorine residuals, pH levels and pool building and water temperatures.

Health & Safety:

- Maintains the necessary discipline required to ensure a safe and enjoyable environment for all participants.
- Reports immediately, to the supervisor, all accidents or injuries.

ESSENTIAL DUTIES AND RESPONSIBILITIES (CONTINUED)

- Activates emergency procedures as required.
- Performs regular safety checks on all instructional and rescue equipment.
- Detects and reports any hazardous conditions, practices and behaviours in the workplace.
- Practices and maintains skills and knowledge necessary for lifeguard supervision, instruction, emergency and rescue procedures.
- Complies with the Recreation Department's safety program to ensure that WCB and other legislative requirements are met.

Other Duties:

- Opens, closes, locks and unlocks facilities as required.
- Answers routine questions from the public and performs public supervisory duties as required.
- Supervises the facility to ensure that rules and regulations are enforced. ,
- Liaises and collaborates with Supervisors, Pool Attendants, Clerks, Cashiers, Facility Maintenance Workers and other Recreation Department Employees.
- Complies with approved departmental policies and procedures.
- Ensures the security and care of tools and other City owned property and equipment within the facility.
- Assists other persons in performing related duties where work requires more than one person.
- Participates in training opportunities to continue to develop a thorough theoretical and practical knowledge of Instructing, Lifeguarding, and general Pool Operations.
- Works flexible and varied hours, as may be necessary, to meet the requirements of the position.
- Performs additional related duties as may be required.
- May serve on various employee or other committees.

REQUIRED QUALIFICATIONS, LICENSES, CERTIFICATES & REGISTRATIONS

All required qualifications must be, where applicable, registered with the respective British Columbia organizations and maintained at a current status:

- Canadian Red Cross Water Safety Instructor
- Lifesaving Society NLS Pool Option

REQUIRED KNOWLEDGE, ABILITY AND SKILL

- Excellent interpersonal skills.
- Ability to communicate well with all age groups ranging from preschoolers to seniors.
- Thorough knowledge of aquatic and other programs offered by the Department.
- Ability to exercise sound judgment in the interpretation and application of related regulations, policies and procedures.
- Ability to present a neat appearance and to deal tactfully and effectively with the public.
- Ability to work as a team player within the department and overall organization.

TOOLS AND EQUIPMENT USED

Janitorial Equipment
Equipment relating to pool chemistry and water filtration
Office Equipment

GENERAL

Formal application; rating of education and experience; oral interview and reference check; criminal record check; and 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 duties does not exclude them from the position if the work is similar, related and/or 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 the requirements of the job change.

This is a position in the BC Government and Service Employees' Union.

Effective Date: September 27, 1999