

# CITY OF GOSHEN, INDIANA

## POSITION DESCRIPTION

**Department:** Parks & Recreation

**Position:** Laborer-Semiskilled (Pool Operations Assistant)

**Job Category:** LTC (Labor, Trades, Crafts)

**Status:** Seasonal

**FLSA Status:** Exempt-Recreational (Hourly)

**Date of Announcement:** February 29, 2020

**Application Deadline:** Until position is filled.

Under the supervision of the Recreation Supervisor and the Pool Director this position practices all phases of public pool management, including the ability to execute daily pool functions without direct supervision.

### **Essential Duties and Responsibilities:**

- Must be able to interact effectively with others including responding to complaints, concerns and request of patrons who many times are irate and angry about real or perceived inadequacies in City Pool performance.
- Must be able to respond to situations in a positive and effective manner working to cheerfully diffuse the situation and bring the matter to an acceptable resolution.
- Must be able to add/subtract two digit numbers and able to count money.
- Must be able to apply common sense understanding to carry out detailed written or oral instructions.
- Conducts opening and closing of the pool, supervise use of the public address system, and implement all pool procedures.
- Assists with the training, directing and supervising of the lifeguard staff.
- Supervises and monitor the daily filtration of the pools to include conducting chemical tests, controlling the chlorine and chemical content of the water, maintaining the pump and back washing as needed.
- Oversees accounting of daily admission and season pass revenue and supervise the recording and deposit of pool data and money.
- Responsible for monitoring concession inventory.
- Performs other duties as assigned.

### **Requirements:**

- Must be at least 18 years old.
- Must have high school diploma or equivalency or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.
- Must have the ability to recognize safety hazards and take the necessary measures to remedy them.
- Must have the ability to perform first aid and CPR if necessary.
- Must possess the disciplinary and motivational skills to effectively control and maximize the efforts of the lifeguard staff.
- Must possess the knowledge and ability to teach the mechanics of proper life guarding.
- Must have the ability to deal effectively with the public.
- Must have current First Aid and CPR certifications
- Must be lifeguard certified.
- Must pass the Elkhart County Person in Charge Health Test.
- Pool supervisory experience preferred. WSI preferred.
- Must be available 05/18/2020 to 09/07/2020 (approx.)

### **Hours of Work:**

Monday through Sunday, varied shifts when pool is open. Weekend and evening shifts required. Saturday, July 11 and Saturday August 15 required.

### **Rate of Pay:**

\$13.33/Hour

Applications available in Human Resources, 204 E. Jefferson St., Goshen or online at [www.goshenindiana.org](http://www.goshenindiana.org).  
Click Job Opportunities.

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