

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: March 16, 2021

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:

- 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.
- Respond to situations in a positive and effective manner working to cheerfully diffuse the situation and bring the matter to an acceptable resolution.
- 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.
- Oversee and monitor restrooms, pool area and pool grounds.
- Must be able to interact effectively with others including responding to complaints, concerns and request of patrons through providing outstanding customer service.
- Respond to situations in a positive and effective manner working to cheerfully diffuse the situation and bring the matter to an acceptable resolution.
- Operate: cash register, hose pool sweeper, cleaning equipment, ropes, buoys, hooks, and use first aid materials.
- Performs other duties as assigned.

Minimum Physical and Mental Abilities:

- Must be at least 18 years old.
- Must be able to lift and/or move 60 - 100 pounds.
- 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 pool staff.
- Must possess the knowledge and ability to teach the mechanics of proper lifeguarding.
- Must have the ability to deal effectively with the public.
- Must have current First Aid and CPR certifications
- Must be lifeguard certified.
- Must have good close, distant, color and peripheral vision.
- Must be able to tolerate extreme temperature changes.
- Must be able to carry out detailed written or oral instructions.
- Must be able to problem solve and maintain control in emergencies.

- Must be able to add/subtract two digit numbers and able to count money.
- Must pass the Elkhart County Person in Charge Health Test.
- Pool supervisory experience preferred. WSI preferred.
- Must be available 05/17/2021 to 08/29/2021

Hours of Work:

- Monday through Sunday, varied shifts when pool is open. Weekend and evening shifts required. Saturday, July 10 and Saturday August 14 required.
- Must be available 05/17/2021 to 08/29/2021

Rate of Pay:

\$13.13/Hour

Applications available in Human Resources, 204 E. Jefferson St., Goshen or online at www.goshenindiana.org.
Click Job Opportunities.

The City of Goshen provides equal employment opportunities to all employees and applicants for employment.
EOE/Drug Free/Smoke Free