



Aquatic Center Pool Attendant

Classified Range: 28

Board Approved: 11/18/21 P. 1|4

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Performs a variety of duties related to the day-to-day operation and maintenance of the pool facility or Aquatic Center.

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student and/or short-term workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Coordinates and monitors the maintenance, modifications, and security of the pool facility or Aquatic Center.
1. Assists with the day-to-day operations of the pool facility or Aquatic Center; prepares pool and pool area for various programs, activities and events.
2. Maintains swimming pool and chlorination system; checks boilers, circulating pumps and gauges; tests water chemistry and makes necessary chemical adjustments; vacuums and scrubs pools; backwashes pool filters, installs lane lines, fixtures, and furnishings for swim meets; installs or removes pool covers as needed.
3. Locks and unlocks doors and gates within and surrounding the pool facility or Aquatic Center.
4. Completes daily and monthly reports; maintains related records and statistics for various aquatic programs.
5. Monitors the use of the pool facility or Aquatic Center and ensures safety rules are being followed; reports violations to supervisor.
6. Assists in organizing and implementing various aquatics programs.
7. Assists with the upkeep of the pool facility.
8. Prepares and posts signs to increase public awareness of facility rules and regulations and the availability of arena and pool services.
9. Conducts inventory of the pool facility or Aquatic Center materials, supplies, tools and equipment and prepares purchase orders.
10. Visually inspects swimming pool, deck, mechanical equipment, fixtures, and emergency equipment for the purpose of ensuring that the swimming pool facilities are in proper working order, and maintained in an attractive and clean condition, suitable for safe operations.
11. Reports and monitors safety and sanitary hazards as appropriate in maintaining a secure and safe environment that complies with mandated health requirements.
12. Responds to inquiries from students, staff, general public, County Health Department for the purpose



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of conveying information regarding swimming pool operations.

13. Coordinates and schedules the use of the pool facility or Aquatic Center; ensures users have proper authorization to use of the facility.
14. Performs other duties related to the primary job.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

CORE COMPETENCIES:

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Fact Finding

- Obtaining facts and data pertaining to an issue or question
- Uses defined investigation and information search techniques

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**



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Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Applies a mastery of knowledge and skill for performing across a wide range of technical or professional applications
- Possess recognized expertise outside of the organization**

Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines

Education/Training:

Equivalent to the completion of high school.

Experience:

One (1) year of experience in pool operations.

License or Certificate:

Possession of or ability to obtain a Pool Operator certificate.



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Possession of or ability to obtain a current American Heart Association First Aid and Cardiopulmonary Resuscitation (CPR) certificate.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily outdoors with moderate exposure to conditions that may be unpleasant such as inclement weather, machine noise, or strong odors; occasional exposure to dust and chemicals such as ammonia, bleach and chlorine which are controlled by safety precautions.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to frequently lift, carry, push, and/or pull light to moderate amounts of weight up to 50 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.