Job Description

Job Title:	Pool Operator	Classification:	Unclassified
Department:	Parks and Recreation	Grade:	610
Status:	Seasonal	FLSA:	Non-Exempt

Primary Purpose

Under general supervision; manages and supervises lifeguards, pool personnel, and the day-to-day operations, maintenance and cleaning of the aquatic facilities.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Supervises and schedules lifeguards to ensure adequate coverage of aquatic facilities.
2. Enforces aquatic and park rules and regulations at aquatic facilities and with aquatic personnel. Addresses disciplinary action, as needed.
3. Ensures patron and staff safety by evaluating weather and facility conditions; modifies hours of operation as needed.
4. Addresses complaints and inquiries from patrons and staff at aquatic facilities.
5. Completes weekly and monthly logs and reports including incident reports, maintenance logs, and miscellaneous conduct records.
6. Inspects aquatic facilities, equipment, and water chemistry to ensure patron safety. Reports pool maintenance and operational issues and concerns to maintenance staff and management.
7. Reviews and reconciles daily cash reports and deposits to the bank.
8. Supervises cleaning of pool and pool areas.
9. Maintains records of incidents and accidents, daily cash reports, maintenance sheets, and misconduct records.
10. Contributes effectively to the Parks Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Assists Aquatic Supervisor in evaluating staff performance.
- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Public aquatic facility; cleaning, sterilization, and sanitation methods and techniques used in pool maintenance; methods and techniques of instruction for swimming, water safety, and lifesaving; public and occupational safety and sanitation regulations; general principles of supervision; appropriate safety precautions related to weather conditions impacting aquatic facilities, patrons, and staff; cash handling procedures and policies.

Skill in: Communicating clearly and effectively, both orally and in writing; advanced water safety, swimming, and aquatic recreation program instruction; operating pool and facility equipment; reconciling transactions and deposits; documenting and reporting incidents; customer service; mediating conflict between staff and/or patrons.

Education: High school diploma or GED is preferred, however current students are encouraged to apply.

Experience: Two or more seasons of lifeguard experience including some supervision experience is preferred.

Licenses and Certifications: Possess and maintain a valid state issued driver's license. Lifeguard, CPR and First Aid certification is preferred, but not required. Must successfully pass in-house training and recertification as provided.

Physical Demands Requirements and Working Conditions

This is primarily a field position as work is generally performed at a recreation site or facility; standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in-person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull. Employees may be required to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Employees often participate by leading, teaching or engaging in the activity with participants or athletes.

Employees work in an environment with moderate noise levels, extreme temperature conditions, and may be exposed to hazardous chemicals and fumes if working in the pool area. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin. Prefer at least 18 years of age.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	