

**City of Moore**  
**Aquatic Specialist**  
**Job Description**

**Job Code:** 21  
**Exempt:** No  
**Department:** Parks and Recreation  
**Reports To:** Aquatics and Fitness Coordinator  
**Location:** Aquatic Facilities  
**Date Prepared:** December 16, 2016  
**Date Revised:** December 19, 2016

**GENERAL DESCRIPTION OF POSITION**

Aquatic Specialists are responsible for cleaning up pool equipment, picking up trash and emptying trash containers around the pool deck. Aquatic Specialist will also be breaking down any pool equipment and perform janitorial work. Needs to have good organization skills, a good work ethic and be responsible. Must be customer service driven and self-motivated. Must be able to work days, nights and weekends.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Pick up trash around the pool deck.
2. Empty trash containers around the pool deck.
3. Pick up and replace aquatic equipment around the pool deck.
4. Collect inner tubes off of pool deck, put correct air pressure in inner tubes and stack accordingly.
5. May be required to clean aquatic locker rooms to ensure cleanliness such as but not limited to vacuuming, mopping, sweeping, window cleaning, picking up trash, etc.
6. Following verbal and written instructions.
7. Must use great customer service.
8. Works in a manner safe to the individual and other people; keeps work area clean and safe; follows safety rules and safe work practices; uses safety equipment as required.
9. Perform any other related duties as required or assigned.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION AND EXPERIENCE**

Mental alertness and adaptability to office and field area work routines. Equivalent to four years

high school or GED, with particular emphasis during high school in office skills, shop skills, or others, plus 0 to 6 months related experience and/or training. Or equivalent combination of education and experience.

### **COMMUNICATION SKILLS**

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

### **CRITICAL THINKING SKILLS**

Ability to use common sense understanding in order to carry out detailed written or oral instructions. Ability to deal with problems involving a few known variables in situations of a routine nature.

### **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

- Possession of, or ability to obtain, valid Oklahoma driver's license may be required
- First Aid, CPR, AED certification or ability to obtain within first 30 days of employment is required
- At the option of the appointing authority or the City, persons hired into this class may be required to either possess at entry or obtain within specified time limits designated licenses, certifications or specialized education and training relevant to the area of assignment

### **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

### **SOFTWARE SKILLS REQUIRED**

Not indicated.

### **INITIATIVE AND INGENUITY**

#### **SUPERVISION RECEIVED**

Under immediate supervision, performs general assignments of work, with periodic check of performance by supervisor.

#### **PLANNING**

Limited responsibility with regard to specific assignments in planning time, method, manner, and/or sequence of performance of own work operations.

#### **DECISION MAKING**

Performs work operations which permit infrequent opportunity for decision-making of minor importance and which would only affect the operating efficiency of the individual involved to a slight degree.

### **MENTAL DEMAND**

Light mental demand. Operations requiring intermittent directed thinking to carry out

predetermined procedure or sequence of operations of limited variability. Operations requiring intermittent attention to control machine or manual motions.

**ANALYTICAL ABILITY / PROBLEM SOLVING**

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

**SUPERVISORY RESPONSIBILITIES**

No supervision.

Supervises the following departments: Not indicated.

**RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Occasionally responsible for the organization's and/or associated organization's property where carelessness or error would result in only minor damage or minor monetary loss. Ordinary care and attention is required when handling this property in order to prevent loss.

**ACCURACY**

Probable errors of internal scope should ordinarily be detected within the department or office in which they occur, but may affect the work of others within the unit, requiring additional expenditure of time to trace errors and make all necessary corrections. Errors would require a moderate amount of time to correct.

**ACCOUNTABILITY**

**FREEDOM TO ACT**

Defined. Semi-repetitive prescribed processes and procedures with nearby supervision.

**ANNUAL MONETARY IMPACT**

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

**IMPACT ON END RESULTS**

Minimal impact. Job has little or no impact on the organization's end results. Job is focused on non-decision making activities or inconsequential duties.

**PUBLIC CONTACT**

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

**EMPLOYEE CONTACT**

Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

## **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Occasional use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

## **WORKING CONDITIONS**

Outside working environment, wherein there are disagreeable working conditions part of the time.

## **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly exposed to outdoor weather conditions; occasionally exposed to work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals. The noise level in the work environment is usually moderate.

## **PHYSICAL ACTIVITIES**

The following physical activities described here 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 functions and expectations.

Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is regularly required to stand, walk, talk or hear; frequently required to sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl; an. The employee must frequently lift and/or move up to 50 pounds; regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

## **ADDITIONAL INFORMATION**

### **QUALIFICATIONS**

Knowledge of:

- Possess great customer service, communication and technical skills necessary to accomplish the missions of the City of Moore Parks and Recreation Department.
- Follow state codes and regulations of health and safety practices in operating public facilities.
- Pertinent, federal, state and local laws, codes and regulations.
- Ability to:
  - Concentrate and pay close attention to detail.
  - Make effective decisions concerning safety and maintenance.

- Work well independently.
  - Communicate clearly and concisely, both orally and in writing.
  - Establish and maintain effective, working relationships with the employees and citizens.
  - Maintain effective audio-visual discernment and perception needed for: making observations, communicating with others, reading and writing, operating assigned equipment.
  - Maintain effective mental capacity which permits: making sound decisions, using good judgment, utilizing other intellectual capabilities.
  - Maintain physical condition appropriate to the performance of assigned duties and responsibilities
  - Confidentiality is required upon specific notification to the employee.
  - Good attendance is required.
  - Work flexible hours, including days, weekends, evenings, holidays and special events.
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- Experience and Training Guidelines
  - Experience and training that would provide the required knowledge and abilities is as follows.
  - Experience:
    - In depth knowledge of related field. Relevant experience preferred.
  - Education:
    - Any education that is equivalent to graduation from high school
  - License or Certificate:
    - Possession of, or ability to obtain, valid Oklahoma driver's license may be required
    - First Aid, CPR, AED certification or ability to obtain within first 30 days of employment is required
    - At the option of the appointing authority or the City, persons hired into this class may be required to either possess at entry or obtain within specified time limits designated licenses, certifications or specialized education and training relevant to the area of assignment

## WORKING CONDITIONS

### Environmental Conditions:

Park environment; work with others and alone; frequent contact with the public

Performs approximately 75% outdoors exposed to temperature extremes, dirt, dust, noise, etc.  
25% in office environment

### Physical Conditions;

Essential and other important responsibilities and duties require maintaining physical condition necessary for standing, walking and sitting for prolonged periods of time; physical and manual dexterity; may be required to operate assigned vehicle. Must be able to perform all essential job functions