

# CITY OF MOORE

## Job Description

### Aquatics Center Attendant Seasonal Part-time

**Job Code:** 7740  
**Exempt:** No  
**Department:** Parks and Recreation  
**Reports To:** Aquatics and Fitness Coordinator  
**Location:** Aquatic Center Facilities  
**Date Revised:** January 4, 2021

#### GENERAL DESCRIPTION OF POSITION

To serve as an Aquatics Center Attendant for the Moore Parks and Recreation Department at the aquatics center. Incumbents will be the first impression of the aquatics center and will assist patrons by controlling access to the center while providing a high-level of customer service (i.e. greeting patrons and providing programming information). This position must be knowledgeable regarding the activities, programming, camps, and special events offered.

Aquatics Center Attendants will also be responsible for cleaning pool equipment, picking up trash, emptying trash containers around the pool deck, breaking down pool equipment and performing janitorial work.

These positions require good organization skills a positive work ethic with a strong customer service focus, and the ability to work days, nights, holidays, and weekends.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for cash handling for the following: open swim, swim passes, and swim lessons. This duty is performed daily, about 40% of the time.
2. Pick up trash around the pool deck and empty the trash containers. This duty is performed daily, about 15% of the time.
3. Answer telephone for facility and distribute information regarding swim programs. This duty is performed daily, about 5% of the time.
4. Use Activenet for selling passes and enrolling patrons in swim programs. This duty is performed daily, about 15% of the time.
5. Assist public and staff members in emergency situations. This duty is performed as needed, approximately 5% of the time.
6. Collect inner tubes off of pool deck, put correct air pressure in inner tubes and stack accordingly. This duty is performed daily, about 10% of the time.

7. 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. This duty is performed as needed, about 10% of the time.
8. Work flexible hours including weekends, evenings, holidays as needed & special events. This duty is performed as needed.
9. 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.
10. Perform any other related duties as required or assigned.

## **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.

## **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 minor damage or moderate monetary loss. Ordinary care and attention is required when handling this property in order to prevent loss.

## **ACCURACY**

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

## **ACCOUNTABILITY**

### **FREEDOM TO ACT**

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

### **ANNUAL MONETARY IMPACT**

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

### **IMPACT ON END RESULTS**

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

## **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**

Knowledge of:

- Basic mathematical principles
- Customer service, communication and technical methods necessary to accomplish the missions of the City of Moore Parks and Recreation Department.
- State codes and regulations of health and safety practices in operating public facilities.
- Pertinent, federal, state and local laws, codes and regulations.

Ability to:

- Perform mathematical calculations.
- 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.
- Respond to requests and inquiries from the general public.
- 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.

## **Experience and Training Guidelines**

### **Experience:**

No experience or training is required, although experience handling money is desirable.

### **Age and Education Requirements:**

Applicant must be at least 16 (sixteen) years of age by the first date of employment AND be enrolled in high school (home school included) OR have earned a high school diploma or equivalent (such as a GED).

### **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.

## **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., and 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.