

## **CITY OF MARGATE, FLORIDA JOB DESCRIPTION**

### **JOB TITLE: AQUATICS MAINTENANCE COORDINATOR (Job code 579).**

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#### **GENERAL STATEMENT OF JOB**

Under general supervision is responsible for overseeing the overall health, safety and welfare of community citizens who patronize the city's public pool, by ensuring pool equipment operates within regulatory guidelines. Position is supervisory and oversees the activities of both full and part time lifeguard personnel.

#### **ESSENTIAL FUNCTIONS**

**The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.**

Oversees the provisions of a safe environment for employees and the public by providing safety equipment and performing periodic site inspections to ensure safety standards and policies are enforced.

Makes chemical adjustments to pool water as necessary to control the chemical balance and sanitation of the pool water.

Supervises the activities of the public in utilizing pool and facilities, particularly the activities of children using the pool, enforcing established safety rules and regulations.

Supervises the activities of subordinate full and part time lifeguard personnel.

Maintains a positive and professional image for fellow workers and patrons.

Plans and coordinates preventative maintenance projects.

Ensures all equipment is in safe and serviceable condition through regular inspection, repair, and replacement.

Collects registration and admission fees.

Maintains certification by attending required seminars, classes, workshops, etc.

May sit in guard chair and guards pool activities.

Performs first aid and CPR as necessary.

Performs Emergency Response duties as assigned.

Performs related work as required.

## **MINIMUM TRAINING AND EXPERIENCE**

High school diploma or equivalent; supplemented by minimum of three (3) years lifeguarding experience that includes instructing in lifeguarding and/or aquatic activities. Must possess and maintain First Aid and CPR certification, and certification as a Water Safety Instructor. Must possess a minimum of one (1) year experience in aquatics maintenance.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Tasks involve frequent walking, standing, bending, stooping, some lifting and carrying of objects of moderate to heavy weight (20-50 pounds), and occasionally very heavy (100 lbs. or over) items.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions. Requires the ability to convey a sense of authority through spoken language.

Language Ability: Requires the ability to read Standard English.

Intelligence: Requires the ability to apply common sense understanding to perform semi-repetitive tasks. Requires the ability to apply principles of influence.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately for record keeping.

Manual Dexterity: Requires the ability to lift heavy items. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal effectively with people in both the giving and receiving of instructions.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words: hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of municipal rules and regulations related to the use of pool areas.

Knowledge of pool maintenance and proper chemical composition of pool water.

Knowledge of report and record keeping principles and practices.

Skilled in oral communications for effective and clear instruction.

Ability to make sound, quick, impending judgments and to handle persons in emergency situations.

Ability to perform rigorous exercises and keep in top physical condition.

Ability to enforce rules and regulations firmly, tactfully, and impartially.

Ability to establish and maintain effective relationships with supervisor, subordinate personnel, and general public.

## **EQUAL OPPORTUNITY EMPLOYER**

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

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Employee Name and Signature

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Date