

RECREATION CENTER MONITOR

MAJOR FUNCTION

This employee is responsible for monitoring and identifying the patrons of the Community Center, Youth Center and pool areas for proper residence identification. Additional duties include some of the care and maintenance of the areas.

ESSENTIAL FUNCTIONS

- Responsible for opening the pool areas in the morning and closing at night.
- Request proper identification (proof of residence) from patrons of the pool areas, billiard room and other areas on a periodic basis.
- Maintains count of number of members at facility, logs tally in proper records.
- Maintain proper care and treatment of the flags including raising and lowering.
- Check and remove leaves from the pools. Keep pool areas free from debris and litter including periodic cleaning of the ash trays and trash cans.
- Place pool chairs and chaises into proper positions periodically throughout the day. Maintain pool safety equipment (rings and floats) as well as the first aid kit.
- General pool maintenance, such as deck scrubbing, skimming, bottom brushing and hosing.
- Assist with recreation department sponsored functions including working closely with the youth who utilizes the facilities, games, Youth Center, etc..
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

SECONDARY FUNCTIONS

- Perform other tasks as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

SUPERVISION

This position has no supervisory responsibility.

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EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

Education and Experience

High School diploma or general education degree (GED); and three months related experience and/or training; or equivalent combination of education and experience.

Licenses

Current CPR Certificate.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

- Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.
- Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Problem Solving Abilities

- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Requires some judgment in selection of procedures, methods, or tools, equipment to own work to accomplish tasks.

Specialized Skills and Abilities

- Ability to communicate with co-workers and patrons of the facility.
- Ability to work closely with youth on a daily basis

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- Ability to administer CPR.
- Ability to use judgment when dealing with the public.
- Ability to tolerate sun, heat and noise.
- Ability to follow instructions.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where members are committed to the goals and objectives of the team.

Machines and Equipment

To accomplish the tasks of this position, the employee will be required to operate the following equipment: pool cleaning net, long-handle brush, and flag pole.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to walk, stand, sit, use hands to finger, handle or feel, and reach with hands and arms. The employee is frequently required to talk and hear. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl, taste or smell, and lift up to 25 pounds. The noise level for this job is moderate. Special vision requirements are close, distance, color, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will frequently be exposed to outdoor weather conditions, sitting in very hot and humid conditions, and walking on uneven terrain. The employee will occasionally be exposed to high, sometimes precarious places, and exposed to fumes and/or toxic or caustic chemicals.

Established: 3/00

Pay Grade: 1

Job Description Number: 8062

Category: 8

Status: NE

Revised: 10/2010