

# CITY OF CHATTANOOGA

## Classification Specification Title: Aquatics Assistant

**Department: Parks and Outdoors**

**Pay Grade: GS.04**

**Supervision Received From: Aquatics Program Mgr.**

**FLSA Status: Non-exempt**

**Supervisory Responsibility: None**

**Established: 2/28/20**

**Revision Date: 8/27/24;**

**10/20/23**

### CLASSIFICATION SUMMARY:

Incumbents in this classification are and possess effective written and verbal communication skills and the ability to understand and follow through with direction. An essential responsibility of this role includes ensuring cleanliness, setting-up and safety of all areas and facilities and attending to all guests needs.

### SERIES LEVEL:

The Aquatics Assistant is a stand-alone position.

### ESSENTIAL FUNCTIONS:

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Observes and patrols assigned areas and enforces safety regulations.

Provide excellent service consistent with the standard operating procedures of the department. Identify and report unsafe features in splash pad area, notify supervisors and concerned departments immediately of hazards, injuries, equipment or processes that negatively affect the operations,

Ensure the pool deck is swept and watered down and that all furniture is in the correct place, when setting up in the morning.

Responsible for maintaining cleanliness of pool deck and facilities including straightening and stacking chairs, collecting trash, moving chairs, and facility cleaning.

Work closely with other departments that are essential to ensuring a positive guest experience.

Performs all other non-certified jobs as assigned by the manager on duty.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Must be at least 15 years old, have a good understanding of the English language.

CPR and First Aid Certified is an added advantage.

Excellent customer service skills.

Ready to work varied shifts during weekdays, weekends and holidays.

All employees must maintain Tennessee residency from the date of hire.

LICENSING AND CERTIFICATIONS:

None

KNOWLEDGE AND SKILLS:

Knowledge of pool and facility rules and policies.

Willing to try to resolve issues immediately and follow up to ensure the guests satisfaction.

Ability to write, read and comprehend written material.

Ability to listen and apply information and instructions.

Ability to understand mathematics concepts and to include basic math.

Ability to see possible dangerous situations and quickly respond to those situations.

PHYSICAL DEMANDS:

Inside work: Cold/heat: humid air, temperature 87-98 degrees.

Noise/Vibration: Exposed to excessive noise of swimmers, machinery.

Hazards: moderate exposure to pool chemicals and blood borne pathogens.

Outside work: Cold/heat (wet/dry): adverse weather conditions possible, long exposure to sun.

Noise/vibration: exposed to excessive noise.

Hazards: moderate exposure to pool chemicals and blood borne pathogens.

WORK ENVIRONMENT:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls required exertion of force greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**SPECIAL REQUIREMENTS:**

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: Y

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.