



- ◆ Reports to work regularly and promptly; spends an agreed-upon number of hours on site.
- ◆ Uses safe work practices while on the job, including following proper and established procedure in the use of equipment and wearing appropriate and/or required safety and personal protective gear.
- ◆ Maintains cordial relations with public and sets example in general conduct for entire staff.

## **REQUIREMENTS:**

### **Skills and Abilities**

- ◆ Ability to comprehend verbally, arithmetically and in writing; ability to express ideas verbally and in writing.
- ◆ Aptitude for office procedure, cash management and mechanics.
- ◆ Ability to work independently and as part of a team.
- ◆ Ability to prioritize work and meet deadlines.
- ◆ Ability to work with the public.
- ◆ Ability to recognize and avoid safety hazards and is able to respond to emergencies effectively.
- ◆ Ability to recognize and protect confidential information.
- ◆ Ability to use basic computer software including: word process documents, enter basic data into database, and use spreadsheets to maintain numerical data

### **Physical**

- ◆ Must have finger and manual dexterity, strength and physical stamina adequate to perform essential functions of the position.
- ◆ Must have body flexibility including multi-limb coordination.
- ◆ Must have adequate depth perception, visual acuity, visual stamina and auditory perception adequate to perform essential functions of the position.
- ◆ Must be able to speak and write adequately to perform essential functions of the position.
- ◆ Must have adequate environmental tolerance, including ability to tolerate high temperatures and confining workspaces.

### **Mental**

- ◆ Ability to understand department rules and regulations, City of Fairway rules and regulations and standard operating procedures and the ability to help formulate same.
- ◆ Must be able to concentrate, memorize and reason logically.
- ◆ Ability to respond to emergencies effectively, to changes effectively and to directives effectively.

### **Educational and Miscellaneous**

- ◆ Must have a high school diploma or equivalent education.
- ◆ Must have two years pool experience.
- ◆ Must have current Lifeguard, CPR, and First Aid Certificates

- ◆ WSI certificate desired, but not mandatory.