

CLASSIFICATION SPECIFICATION
VILLAGE OF LOUDONVILLE

An Equal Opportunity Employer

TITLE: Pool PIC (Person In Charge)

CODE:

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JOB RESPONSIBILITIES: Under general supervision, enforces aquatic rules and regulations, assists in pool sanitation and maintenance, provides swimming instruction, plans, directs and coordinates activities of Village swimming pool in the absence of the Pool Manager, orders supplies and equipment and performs related supervisory and administrative duties in the Pool Manger's absence, or pursuant to the Pool Manager's request and

REQUIREMENTS:

QUALIFICATIONS: Any combination of training and work experience in addition to the above requirements which indicates possession of skills, knowledge and abilities listed below. An example of an acceptable qualification for this position is:
 Possession of valid advanced life saving, CPR, and first aid certificates, and must be at least 18 years of age.

% of time	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS AND ABILITIES: necessary to perform duties (*indicates development after employment)
25	(1) Plans, directs, coordinates and supervises swimming pool personnel and activities at direction or in absence of the Pool Manager; assists with promotional and program activities; conducts staff training and orientation; supervises lifeguarding and instructional programs at direction or in absence of Pool manager; supervises lifeguarding and instructional programs at direction or in absence of Pool manager; supervises all pool employees and schedules, assigns and reviews work at direction or in absence of Pool Manager; teaches lifeguard refresher course; checks daily receipts, maintains records of money collected and takes deposit to Treasurer at direction or in absence of Pool Manager; at the direction or in absence of the Pool Manager, delivers all receipts, bank deposit slips, and invoices to Village Office; assists in related pool administrative and operational duties at the direction of, or in the absence of the Pool Manager.	(1) Knowledge of (a) department goals and objectives*, (b) pool operations and management techniques and procedures, (c) employee training and development, (d) first aid, CPR and advance life saving, (e) supervisory techniques and methods, (f) pool and building maintenance procedures; Ability to (g) deal with problems involving several variables in familiar context, (h) calculate fractions, decimals and percentages, (i) gather collate and classify information upon direction, (j) communicate effectively in verbal and written form, (k) assist in preparation of meaningful, concise and accurate reports, (l) tactfully respond to inquiries and complaints from general public, (m) demonstrate physical agility.

Date Adopted: 4/00/96

Date Revised: _____

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% of time	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS AND ABILITIES: necessary to perform duties (*indicates development after employment)
40	<p>(2) Enforce aquatic rules and regulations in accordance with applicable policies and procedures manuals; wash and maintain cleanliness of deck, and keep deck free of any obstructions; assist in the sanitation and maintenance of pool facilities; protect and care for pool property and equipment; take and record chemical readings; report specific problems to Pool Manager or Pool PIC; operates and maintains filter and pool cleaning equipment; provides all levels of swimming instruction programming, including maintaining a written lesson plan, preparation of all equipment required for instruction no less than ten minutes prior to class time, and storing equipment and clearing all obstructions from the pool area following the end of swimming lesson classes; maintains life saving equipment (first aid kit, shepherd's crook, life buoys, spine board, etc.); attends staff meetings and performs such additional duties assigned by the Pool Manager or Pool PIC in charge.</p>	<p>(2) Knowledge of (a), (b), (e), (f), (n) swimming programs (o) teaching methods; Ability to (c), (d), (f), (h), (i), (j), (k), (l), (m), (p) communicate effectively with children and adults.</p>
35	<p>(3) Maintains constant surveillance of water and pool deck areas when assigned to guard duty; sits in guard chair or patrols pool deck while on guard duty; dresses in uniform Loudonville Pool swimming suit when assigned to guard duty; avoids holding extended conversations with fellow staff member or public while on guard duty; does not leave pool area unguarded for any reason while on guard duty, unless the entire pool area is first cleared of people and the pool is locked.</p>	<p>(3) Knowledge of (a), (b), (d), (n); Ability to (d), (e), (g), (j), (l), (m), (p).</p>

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