



City of Greenwood – Aquatics Coordinator

<u>Greenwood Employment Application</u>			
Job Title:	Aquatics Maintenance Supervisor	Job Category:	Non-exempt
Department/Group:	Parks and Recreation	Job Code:	
Location:	Greenwood Aquatics Park	Travel Required:	No
Level/Salary Range:		Position Type:	Part-time Seasonal
HR Contact:	Human Resources Coordinator	Supervisor:	Aquatics General Manager
Fax or E-mail: (317) 887-5868 or HR@greenwood.in.gov	Mail: City of Greenwood Attention: Human Resources Department 300 South Madison Avenue Greenwood, IN 46142		
Job Purpose:	Responsible for daily operational task at the Greenwood Aquatics Park. Duties include, but are not limited to: Facility maintenance, daily cleaning duties, help with opening and closing of the pool.		

Duties and Responsibilities:

- ☐ Compliance with the Code of Conduct and Ethics as outlined in the Employee Handbook.
- ☐ Ensure that all aspects of aquatic facility operations are clean and safe.
- ☐ Clean facility floors by sweeping, mopping, scrubbing, or vacuuming.
- ☐ Clean mirrors, windows, and glass with the proper cleaner
- ☐ Clean and polish stainless steel counters
- ☐ Gather and empty trash.
- ☐ Clean and supply restrooms
- ☐ Notify managers concerning the need for major repairs or additions to building operating systems.
- ☐ Help with opening and closing procedures for the facility.
- ☐ Perform other related duties as assigned.

Job Requirements:

- ☐ **Education:** High School Diploma with the ability to read, write and speak the English language.
- ☐ **Experience:** Formal understanding of janitorial and maintenance operations.



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- **Knowledge, Skills and Abilities:** Must be First Aid and CPR certified. Must possess a valid driver’s license.
Ability to enforce rules and follow all established protocols and guidelines.
Ability to resolve conflicts between patrons, program participants and employees.
Ability to make sound and rational decisions including exercising independent judgment, within parameters.
Must remain current with all required licenses, certifications.
Must demonstrate satisfactory performance ratings on all safety and operational duties on a daily basis.
- **Physical:** Ability to work evening or weekend hours is a must. Operating assigned computers and equipment. Sitting, walking and standing for extended periods of time and lifting and carrying objects weighing up to 50 pounds.

By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position.

The City of Greenwood is an “at will” employer and has the right to terminate the employment relationship at any time.

Employee Signature: _____

Date: _____

Approved By: