

**CITY OF FAIRBANK**  
**AQUATIC CENTER JOB DESCRIPTIONS**

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WORKER

City of Fairbank  
Swimming Pool Manager  
Job Description

**Position Summary**

Directly responsible to the Municipal Pool Board. Pool Manager is primarily responsible for overseeing the safety of patrons and facility. Pool manager is also responsible for the administrative operations of the pool.

Nature of Work

Work involves long hours in the sun and heat.

Work will involve using cleaning chemicals and agents.

Work involves a large amount of record keeping and/or bookwork. Work involves exchanging money.

Must work effectively with the public in a professional and friendly manner in person, telephone, or in writing.

Essential Job Functions

Work involves monitoring patron's safety.

Must understand pool and city policies, procedures and emergence action plans.

Must provide emergency care at your training level calmly, effectively, and professionally.

Work involves adopting and enforcing facility rules and policies.

Work involves maintain a neat clean facility at all times.

Will be called upon to educate patrons on the safe use of facility and waster safety.

Work involves selling concessions or other goods.

Must work with the pool board, mayor and council, and Public Works Director.

Promote health, safety and the general usage of the facility.

Adopt specific programs and activities to targeted groups, i.e. adult lap swims, water aerobics, etc..

Must be available at all time in the event of an emergency, or have arrangements made that an equally qualified person will be available for answering emergency calls.

Must have the ability to direct and supervise, and discipline employees including:

- Planning and supervising all employees operations.
- Assign employees to daily rotations and activities.
- Orienting employees to specific safety concerns.
- Evaluate employee's performance and report to Municipal Pool Board.

### **Minimum Essential Requirements of Work**

Must be at least 21 years old.

Must have current American Red Cross or American Heart Association CPR, and First Aid certificates.

Must be in good physical health.

Must be able to work mornings, nights and weekends.

## **City of Fairbank**

### **Lifeguard**

#### **Job Description**

##### **Position Summary**

Directly responsible to the Pool Manager. Lifeguards are responsible for the safety of patrons and facility.

##### **Nature of Work**

Work involves long hours in the sun and heat.

Work will involve using cleaning chemicals and agents.

Work involves a small amount of record keeping and/or bookwork. Work involves exchanging money.

Must work effectively with the public in a professional and friendly manner in person, telephone, or in writing.

##### **Essential Job Functions**

Work involves monitoring patron's safety.

Must understand pool and city policies, procedures and emergence action plans.

Must provide emergency care at your training level calmly, effectively, and professionally.

Work involves enforcing facility rules and policies.

Work involves maintain a neat clean facility at all times.

Will be called upon to educate patrons on the safe use of facility and waster safety.

Work involves selling concessions or other goods.

##### **Minimum Essential Requirements of Work**

Must be at least 15 years old.

Must have current American Red Cross lifeguarding, CPR, and First Aid certificates, or equivalent

Must be in good physical health.

Must be able to work mornings, nights and weekends.

## **City of Fairbank**

### **Water Safety Instructor (WSI)**

#### **Job Description**

##### **Position Summary**

Directly responsible to the Pool Manager for the purpose of instructing swimming and water safety.

##### **Nature of Work**

Work involves extended time in the water.

Work involves ability to instruct students in a proficient and professional manner.

##### **Essential Job Functions**

Responsible for instructing American Red Cross, Lean to Swim curriculum to an assigned level and group.

Responsible for completing lesson plans for an assigned level or group.

Prepares written evaluations for students and/or parents.

Responsible for the well being of the group.

Must enforce all facility rules.

##### **Minimum Essential Requirements of Work**

Must be at least 17 years old.

Must have current WSI, CPR and First Aid certificate.

Must be in good physical health.

Must be able to work mornings.

## **City of Fairbank**

### **Swimming Lesson Aid**

#### **Job Description**

##### **Position Summary**

Directly responsible to the WSI and Pool Manager for the purpose of aiding the assigned instructor.

##### **Nature of Work**

Work involves extended time in the water.

Work involves ability to instruct students in a proficient and professional manner.

##### **Essential Job Functions**

Follows instructions of WSI in the instruction of the students.

Communicates progress of students to the WSI. Aid is not to communicate information to parents.

Enforces instructor's and facility rules and policies.

Assists the WSI with the general well-being of the students.

##### **Minimum Essential Requirements of Work**

Must be at least 14 years old.

Must have completed the American Red Cross, Learn to Swim level VII and Basic Water Safety class, OR be able to prove knowledge and proficiency at that skill level.

Must be in good physical health.

Must be able to work mornings.