



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
SHALLOW WATER ATTENDANT
(RECREATION PROGRAMS DIVISION)
PARKS, RECREATION AND TOURISM

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is responsible for providing a safe, aquatic environment in water depths up to 4 feet. Reports to the Aquatics Operations Coordinator.

ESSENTIAL JOB FUNCTIONS

Conducts patron surveillance areas with water depths up to 4 feet of water; administers CPR/First Aid and performs water rescues as needed; conducts safety inspections of aquatic areas. Enforces pool safety standards and facility operational rules for all individuals using the facilities.

Interacts with the public and others outside the work unit to obtain and provide information and assistance in a variety of circumstances; completes required reports such as accident, incident, and attendance reports.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Aquatics - Knowledge of patron and aquatics facility safety principles and practices, including a knowledge of the application of life saving and first aid techniques.
- Customer Service - Knowledge of principles and processes for providing customer service.
- Safety - Knowledge of occupational hazards, safety precautions, and safety regulations related to recreational activities and other work related precautions.

REQUIRED SKILLS

- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with employees at all levels, representatives from all departments, and citizens.
- Time Management - Plans and organizes daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.

REQUIRED ABILITIES

- **Judgement/Decision Making** - Uses logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions.
- **Communication** - Ability to communicate effectively verbally and in writing so others will understand. Ability to listen and understand information and ideas being presented verbally and in writing.

EDUCATION AND EXPERIENCE

Must be at least 16 years of age and have an American Red Cross Shallow Water Certification.

ADDITIONAL REQUIREMENTS

Requires satisfactory results from a pre-employment medical evaluation; pre-employment substance abuse testing and is subject to random alcohol and controlled substance testing.

An acceptable general background check to include a local and state criminal history and sex offender registry check.

This position requires the following certifications from the American Red Cross: First Aid, CPR/AED for the Professional Rescuer, and Shallow Water Attendant.

PHYSICAL REQUIREMENTS

- Tasks require the ability to exert moderate, though not constant physical effort.
- Some combination of climbing and balancing to include climbing ladders, stooping, kneeling, crouching, and crawling.
- May involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).
- May occasionally involve heavier objects and materials (up to 100 pounds).

SENSORY REQUIREMENT

- Some tasks require the ability to perceive and discriminate sounds, odors, depth, and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Performance of essential functions may require exposure to adverse environmental conditions, such as, odor, fumes, wetness, water hazards, temperature and weather extremes, hazardous materials, infectious disease, or rude/irate customers.