



JOB ANNOUNCEMENT



MANAGER ON DUTY PARKS AND RECREATION

Posting Date:	January 31, 2017	Job Code:	024-6149
Closing Date:	Open Until Filled	Grade:	0001 – Non-Exempt
Pay Range:	Hourly: \$11.00	Work Status:	Part Time

APPLY IN PERSON AT:
CITY OF GAINESVILLE CIVIC CENTER
830 GREEN STREET, GAINESVILLE 30501
For additional information about this position or the application process, call 770-531-2680.

JOB SUMMARY

Responsible for the safety and security of all staff, patrons, the building and functions at Frances Meadows Aquatic and Community Center.

MAJOR JOB RESPONSIBILITIES

- Security of all fees collected at the facility for admission and programs/services.
- Maintain order and cleanliness of the facility and pools.
- Interact with the facility patrons and staff in a positive, consistent manner.
- Handle emergencies and / or complaints as they occur.
- Oversee, conduct and record all pool chemical readings.
- Obtain each day, the admission and concession monies for the facility and complete deposit paperwork.
- Answer incoming phone calls and if necessary, take messages.
- Report any cash discrepancies to Supervisor immediately.
- Continually make rounds of facility.
- Make sure scheduled staff is present for their assigned shifts.
- Secure facility at closing.

Other duties, as assigned, by Supervisor or higher authority to facilitate the safe sanitary, effective operation of the facility.

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience:

High School Diploma or Vocational School Diploma or G.E.D.

One year of related supervisory experience.

Aquatics knowledge and background preferred.

Any equivalent combination of education and experience which provide the minimum level of qualifications stated above.

Licenses and Certifications:

ARC CPR/FA

Valid Class C Driver's License and satisfactory Motor Vehicle Record (MVR)

Knowledge, Skills and Abilities:

Knowledge of cleaning, grounds keeping, room set-ups and maintenance methods and procedures.

Knowledge of tools, materials, equipment and practices of custodial work.

Skill in operating hand, power tools and small equipment.

Ability to perform heavy lifting up to 50 pounds and perform routine cleaning.

Ability to follow complex oral and written instructions.

Ability to exercise care in the use of cleaning and sanitizing materials.

Knowledge of first aid procedures and techniques.

Knowledge of C.P.R. and basic emergency medical procedures.

Ability to communicate clearly and effectively both orally and in writing.

Ability to deal courteously and diplomatically with the public.

Ability to multi-task in a high energy environment.

Performs other related duties as required.

This job announcement should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification.

❖ THIS IS A PART TIME POSITION AND NOT ELIGIBLE FOR BENEFITS ❖

Due to Georgia State Law, all applications are subject to public disclosure.

Only candidates to be interviewed will be contacted.

As part of our hiring process, all applicants will be required to undergo a thorough background investigation which includes but is not limited to some or all of the following: contacting past employers, work and personal references, education, criminal history, motor vehicle record, and credit check. The City of Gainesville reserves the right to disqualify any applicant based on information discovered during the background investigation. Standard City of Gainesville hiring practices shall apply to all applicants.



The City of Gainesville is committed to providing equal opportunity in all employment practices, including but not limited to selection, hiring, promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, national origin, gender, religion, disability, military service, or any other category protected by federal, state, or local law.
