

City of Pell City
1905 1st Avenue North
Pell City, AL 35125
205-338-2244

VACANCY NOTICE

POSITION TITLE: **Splash Pad Manager**

JOB STATUS: **Seasonal**

Pay Rate: **\$12.00**

ANTICIPATED START DATE: **TBD**

SYNOPSIS: Under the direction of the Civic Center Manager, this employee will greet and serve the public, answer routine questions, enforce park rules, assist in housekeeping, and crowd control. The employee may be assigned other duties as are necessary. Incumbent works under the general supervision of the Civic Center Manager.

QUALIFICATIONS:

- Must be at 18 years of age.
- Must have diploma or GED.
- Must be willing to work non-standard hours.
- Must be willing to walk, stand or sit for extended periods of time.
- Must be willing to work outside in inclement weather.
- Must be CPR certified 30 days from date of hire

ESSENTIAL JOB FUNCTIONS:

- Supervise splash pad attendants.
- Assist the Civic Center Manager with employee work schedule and events associated with splash pad.
- Performs hourly water testing and logging results.
- Supervise collection and depositing of money.
- Keep splash pad and park area free of trash.
- Enforce splash pad policies, rules, and regulations.
- Enforce policies set by department in event of threatening weather.
- Administer basic first aid until qualified medical personnel arrives.
- Promotes the teamwork environment and assist in other areas when necessary.
- Conduct himself/herself in a professional manner at all times.
- Occasionally lift, move, carry and push/pull objects weighing up to 50 lbs.
- Wear assigned uniform.
- Fill out accident reports.
- Other Duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Skill to verbally communicate information to management and the general public.
- Skill to write to maintain records and complete forms.
- Skill to read and understand directives and instructions.
- Skill in math to maintain accurate records.
- Skill in use of hands and fingers to do manual job duties.
- Ability to work independently with little supervision.

- Ability to help coordinate and plan facility usage.
- Ability to see well enough to read fine print.
- Ability to hear well enough to talk on telephone and hear speaker twenty (20) feet away.
- Ability to speak clearly to address groups and individuals.
- Ability to walk and maintain pavilions and splash pad.

APPLICATION DEADLINE/PROCEDURE:

1. Complete application files must be received at the City Hall. This position will remain open until filled.
2. A complete file consists of:
 - A current City of Pell City employment application
 - Current resume [Note: Resume, when required, should address how the applicant has fulfilled the qualifications, **required** and **preferred** (if applicable), listed on this job announcement]
 -
3. The City of Pell City may extend the application deadline to ensure an adequate pool of qualified applicants. Applications received after the deadline or incomplete applications, will not be considered.
4. Applicant may be required to submit employment verifications from current and prior employers prior to job offer being made.
5. Application forms may be downloaded at our website: www.Pell-City.com or City Hall and should be returned to:

City of Pell City
Human Resources
1905 1st Avenue North
Pell City, AL 35125
Email: dchildre@cityofpellcity.net Fax: 205-338-2320

Individuals selected as finalists will be invited for an interview. Applicants must travel at their own expense. If you have a disability and may require accommodations, please notify us at 205-338-2244.

WEBSITE: www.Pell-City.com

The City of Pell City is an equal opportunity employer. It is the official policy of the City of Pell City that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. The City of Pell City will make reasonable accommodations for qualified disabled applicants or employees.