

POSITION DESCRIPTION

Position/Title:	Splash Pad Attendant
Department:	Public Works
Immediate Supervisor:	Administrative Specialist/Administrative Intern
Classification:	Part-time, Temporary, non-exempt

Primary Objective

Under the general direction of the Administrative Specialist and Administrative Intern, this position will supervise Splash Pad area. The Splashpad Attendant position with the City of Delano offers a unique learning and leadership experience in municipal government. The position provides a safe and enjoyable recreational setting for visitors at the Delano Splash Pad. Attendants represent the City and are expected to act in a responsible manner and set a good example for participants and their chaperones. The position is seasonal, working 20-40 hours per week.

Essential Functions

1. Responsible for opening and closing the Splash Pad
 - a. Arrive promptly for your shift and ensure spray functions are working properly
 - b. Blow off Splash Pad with leaf blower
 - c. Open restrooms and set up equipment as needed
 - d. Open point-of-sale system ahead of first customers arriving
 - e. Communicate with supervisor(s) regarding any shift changes, events occurring at the Splash Pad, and needs throughout shifts
 - f. Ensure building is empty, locked, and secure prior to leaving at the end of business hours
2. Assist customers and provide customer service
 - a. Interact with splash pad customers and chaperones providing excellent customer service
 - b. Welcome participants, being friendly and involved
 - c. Manage point-of-sale system and track number of customers entering Splash Pad
 - d. Monitor weather and report closures to Administrative Specialist immediately to put out on Social Media
 - e. Follow procedures in case of an accident. Call 911 if necessary, administer basic First Aid if trained
 - f. Complete report forms as required (incident, attendance, discipline, time sheets, etc.)
 - g. Enforce Splash Pad rules
 - h. Pick-up and clean Splash Pad and restrooms as needed
 - i. Blow off Splash Pad with leaf blower on an hourly basis as instructed by supervisor or public works staff
3. Perform other duties as assigned

Required Knowledge, Skills and Abilities

1. Ability to communicate effectively, both orally and in writing
2. Ability to effectively interact with people of all ages

3. Ability to work in acclimate weather
4. Knowledge of laws, rules and regulations applicable to City Government
5. Ability to act in a professional manner in all working environments and situations

Minimum Qualifications

1. Must be 16 years or older
2. Can work in an outdoor environment in adverse weather conditions
3. Effective communication skills

Desired Qualifications

1. Experience working outdoors in public works setting
2. Previous experience working in splashpad, pool, or beach environments
3. Current First Aid, CPR, and/or Lifeguard certification
4. Experience working tactfully and courteously with the public