



# *Provincial Job Description*

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***TITLE:***  
**(116) Pool Attendant**

***PAY BAND:***  
**9**

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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

**Responsible for all aspects of pool safety and operation. Assists therapists in the delivery of aquatic therapy programs.**

***QUALIFICATIONS:***

- ◆ **Grade 12**
  - ◆ **Aquatic Emergency Care certificate**
  - ◆ **Certification with the National Lifeguard Service**

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ **Basic computer skills**
- ◆ **Ability to work independently**
- ◆ **Communication and interpersonal skills**

***EXPERIENCE:***

- ◆ **Previous: No previous experience.**

## ***KEY ACTIVITIES:***

### **A. Pool Operation**

- ◆ Ensures pool safety rules are followed.
- ◆ Checks chemical levels of pool.
- ◆ Checks and maintains equipment.
- ◆ Stocks towel cupboard.
- ◆ Cleans up pool area after use.
- ◆ Notifies all pool groups of pool operation hours.
- ◆ Notifies appropriate areas when equipment and/or pool maintenance is required.
- ◆ Documents any incidents or occurrences in/or around pool.
- ◆ Orders inventory (e.g., lotion, Band-Aids, gloves).

### **B. Client Assistance**

- ◆ Assists clients with pool program.
- ◆ Assists clients to change clothing.
- ◆ Assists with transfers, lifts and positioning of clients.
- ◆ Ensures appropriate equipment is available for sessions.
- ◆ Photocopies pool schedules.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.

### **C. Pool Rental Bookings**

- ◆ Handles all pool rental inquiries.
- ◆ Notifies staff of pool schedule (e.g., housekeeping, security).
- ◆ Orientates pool rental groups to safety rules and how to handle emergency calls.
- ◆ Checks equipment before and after pool rentals.
- ◆ Notifies pool renters of any changes (e.g., rules, closures).
- ◆ Ensures rental contracts are sent to pool renters.

*The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.*

*Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.*

***Validating Signatures:***

***CUPE:***

***SEIU:***

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***SGEU:***

***SAHO:***

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***Date: 2005***

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