

**JOB TITLE:** Seasonal Laborer  
**DEPARTMENT:** Recreation

**GRADE:** H-7  
**DATE:** January 2018

*The following description is a general summary of responsibilities with some specific duties. It is not a total delineation of all duties nor does it limit the responsibilities to those stipulated. Position functions as part of an overall municipal team to ensure effective and efficient municipal operations.*

**DEFINITION:**

The Seasonal Laborer assists with the maintenance of a sanitary and safe swimming pool for the general public; controlling swimming pool chemicals; maintaining required logs; ensuring availability of equipment and/or supplies; and complying with health and safety requirements. The Laborers help prepare the pools for opening in the summer pre-season, prepare the pools for public use each day, maintain the pools and its facilities throughout the day, and help close the pools at the end of the season. The Laborers ensure adherence to department rules and regulations.

**SUPERVISION RECEIVED:**

Works under the direct supervision of the Aquatics Director, Assistant Aquatics Director, and Head Lifeguard, and the general supervision of the Recreation Director and Assistant Recreation Director.

**SUPERVISION EXERCISED:**

None.

**DISTINGUISHING CHARACTERISTICS:**

- Work requires strong attention to detail
- Work requires initiative
- Work requires a professional, courteous, positive, and friendly attitude when interacting with the general public
- Work requires effective problem solving and communication skills;
- Work requires being able to firmly implement and enforce all department rules and regulations;

**ESSENTIAL FUNCTIONS: Including but not limited to:**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.*

- Operates and maintains recreation facilities such as swimming pool, wading pools, and spray decks
- Monitors events and patrols facility during events to prevent theft and vandalism and to enforce rules and regulations
- Inspects buildings and equipment; performs routine maintenance of equipment and facilities
- Ensures the proper upkeep and cleanliness of facilities, including the cleaning of showers and restrooms, trash removal, and grounds maintenance
- Order and schedule the distribution of supplies
- Review and prepare reports; keep inventory records; and monitor expenses by reviewing invoices and purchase orders
- Enforces safety rules and regulations
- Maintains the proper chemical balance for the pool
- Maintains the pool and all water features using proper chemicals and cleaners
- Must be ready and willing to provide courteous assistance to the public when general information is needed
- Performs other duties, as assigned.

**DESIRABLE QUALIFICATIONS:**

- Must be at least 18 years of age
- Several years of experience working with swimming pools and knowledge of the equipment, facilities, and operations of a swimming pool

- Any combination of education and experience to demonstrate the applicant's ability to understand and participate in the required work
- Must have a valid state driver's license issued by the Massachusetts Registry of Motor Vehicles

**TOOLS AND EQUIPMENT USED:**

Portable radio, hand tools, telephone

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand, walk, use hands to finger, handle, feel or operate objects. The employee is often required to sit, climb, or balance, stoop, kneel, crouch, crawl, talk and hear. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. The employee frequently works in outside weather conditions being exposed to wet, humid conditions and intense sun exposure as well as toxic or caustic chemicals such as chlorine.

The noise level in the work environment is moderate while in the office and loud in the pool and surrounding areas as determined by the number of participants

Revised: January 23, 2018