

approved

STUDENT LABOR POSITION DESCRIPTION

Seabury Center

Most Recently Updated 04/14/99

Position Title: Maintenance Worker, Seabury Center
Must work 10 or 12 hrs/wk.

I. Grade Level: 1-3

II. Description:

A. The following are the essential duties for a Maintenance Worker in the Seabury Center

1. Ensure users' safety and protect their lives by staying alert on the job.
2. Minimize or eliminate hazardous situations and behaviors.
3. Enforce all facility rules and regulations with courtesy and fairness.
4. Recognize and respond quickly and effectively to all emergency situations, including administering first aid and/or CPR if needed.
5. Attend weekly in-service training.
6. Have pool open at scheduled time; wear swimsuit, rescue tube and whistle.
7. Perform other job-related duties as assigned.

B. The following are *possible additional* duties for this position:

1. Educate users about facility rules and regulations.
2. Perform maintenance and cleaning as assigned by supervisor.
3. Inform other lifeguards and facility staff when more help or additional equipment is needed.
4. Set up and take down for swim meets and other events in the pool.
5. Works Seabury event as required.
6. See that the workplace and environs are clean.

III. Learning Opportunities:

- A.** If grade 1, develop the attributes appropriate to Grade 1 positions: learning to meet schedules and standards of performance, efficient use of time, healthy attitudes toward work and supervision, working with others, sharing responsibility, recognition of the importance of work, basic skills and information.
- B.** If grade 2, develop the attributes appropriate to Grade 2 positions: learn to take personal responsibility; apply knowledge to a situation; self-identify skills, talents, interests and limitations; learn and develop confidence in skills or program knowledge; and appreciate work as a process as well as a product.
- C.** If grade 3, develop the attributes appropriate to Grade 3 positions: an understanding of the importance of initiative; awareness of job-related needs; ability to identify problems; analytical ability; problem-solving ability; and an understanding of the role of standards and leaders.
- D.** Use of hardware appliances; drills, hammers, etc.
- E.** Chemical testing in pool.

- F. Electrical work.
- G. Operation of lifts, ladders, rigs, etc.

IV. Basic Qualifications:

- A. General: intelligence.
- B. Skill: coordination.
- C. Physical: strength - often lifting or exerting 40 lbs. of force.
- D. Academic: passing grades - able to follow verbal or written instructions.

V. Desirable Qualifications:

- A. Teamwork.
- B. Mechanical skill.

VI. Narrative Summary:

Student ensured users' safety and protected their lives, minimized or eliminated hazardous situations and behaviors, enforced all facility rules and regulations with courtesy and fairness, recognized and responded quickly and effectively to all emergency situations, attended weekly in-service training, opened pool at scheduled times. Student may also have educated users about facility rules and regulations, performed maintenance and cleaning as assigned by supervisor, inform other lifeguards and facility staff when more help or equipment was needed, set up and broke down pool for swim meets and other pool events, worked sports events as required.