

**POSITION DESCRIPTION
COUNTY OF LAGRANGE, INDIANA**

POSITION: Waterfront Director
DEPARTMENT: Parks and Recreation
WORK SCHEDULE: As scheduled
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: February 2009

STATUS: Seasonal

DATE REVISED: June 2014

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. LaGrange County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Waterfront Director for the LaGrange County Parks and Recreation Department, responsible for overseeing beach and swim area operations, ensuring safety of patrons, and supervising assigned staff.

DUTIES:

Supervises assigned staff, including administering personnel programs/procedures, interviewing and recommending job applicants, providing orientation and training, maintaining proper staffing levels, making work assignments, establishing goals/standards, evaluating job performance, informing staff of organizational developments, making salary recommendations, and maintaining discipline.

Maintains communication with staff and patrons regarding programs/activities, offering assistance and on-site leadership as needed. Ensures Park policies, guidelines, standards, and regulations are adhered to by staff and patrons.

Reports problems/concerns to Park Director, Park Ranger, or Sheriff's Department. Ensures safety of beach and swim areas and takes appropriate measures to prevent accidents.

Performs general maintenance of beach and swim areas, playground and lodge, keeping areas free from litter and unsafe objects.

Ensures maximum efficiency of lifesaving devices, including inspecting/testing lifesaving equipment on a regular basis and maintaining appropriate levels of first aid supplies.

Oversees operation of gatehouse and fee collection, and maintains records of attendance and related information. Completes first aid/accident reports and other reports as required.

Operates various equipment in performance of duties, including, but not limited to tractors, weed eater, lawn mowers, hand and power tools, and golf cart.

parks/waterfront director

Assists staff with unruly/problematic patrons, alerting Sheriff's Department as needed.

May provide testimony in legal proceedings/court as requested.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

High school diploma or GED. Baccalaureate Degree in Recreation, Health, Physical Education or related discipline preferred.

Ability to meet all Department hiring requirements, including passage of a medical exam and a drug test. Ability to successfully complete aquatic skills test and written exams.

Possession of current American Red Cross Lifeguard certification, American Red Cross Standard First Aid and Adult CPR certifications, and AED.

Must be at least 21 years of age.

Thorough knowledge of Department policies and procedures and accepted principles and practices of parks administration, with ability to oversee assigned operations and implement rules/regulations to ensure safety of recreation/water programs and the public.

Working knowledge of and ability to make practical application of proper lifesaving techniques and equipment and universal health and safety precautions.

Working knowledge of standard English grammar, spelling and punctuation, and ability to complete written reports, such as police and accident reports.

Ability to supervise assigned staff, including administering personnel programs/procedures, interviewing and recommending job applicants, providing orientation and training, maintaining proper staffing levels, making work assignments, establishing goals/standards, evaluating job performance, informing staff of organizational developments, making salary recommendations, and maintaining discipline.

Ability to operate standard office equipment, such as computer, calculator, fax machine, copier, and telephone.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Sheriff's Department, LaGrange County Rescue, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with difficult/unruly persons.

Ability to understand, memorize, retain, and carry out oral or written instructions and present findings in oral or written form.

Ability to compile, collate, and classify data, make determinations, and take action based on data analysis.

Ability to count/make simple arithmetic additions/subtractions.

Ability to work with others in a team environment, often amidst frequent distractions and interruptions, at a rapid pace, and on several tasks at the same time.

Ability to apply knowledge of people and locations and plan/layout assigned work projects.

Ability to regularly work evenings and weekends, occasionally work extended hours, and occasionally travel out of town to purchase supplies, but not overnight.

Ability to occasionally serve on-call and respond swiftly, rationally and decisively to emergency situations.

Ability to provide testimony in legal proceedings/court as appropriate.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent's duties are somewhat broad in range and impact, involving many variables and considerations. Incumbent performs duties according to well-defined policies and procedures, exercising judgment in supervising personnel, overseeing operations, and ensuring compliance with Department rules and safety policies/procedures.

III. RESPONSIBILITY:

Incumbent assures proper direction and safety of Department waterfront operations. Purpose and desired results of incumbent's work are known and work is reviewed primarily for appropriate supervision of assigned operations and effect on Department goals/objectives. On rare occasions, decisions are made in the absence of specific policies and procedures, and/or guidance from supervisor.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, Sheriff's Department, LaGrange County Rescue, and the public for the purpose of exchanging information.

Incumbent reports directly to Park Director.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties outdoors at a beach/swimming area and is subject to daily sun exposure, extreme temperatures, and communicable diseases, for which universal health and safety precautions must be exercised at all times to protect self and others. Regular duties involve sitting/walking at will, standing/walking for long periods, swimming and rescue work, lifting/carrying persons and equipment, pushing/pulling objects, bending, reaching, crouching/kneeling, close/far vision, hearing sounds/communication, speaking clearly, and handling/grasping/fingering objects. No prolonged extreme physical demands are associated with normal duties, but physical exertion may be intense for short durations during emergency situations. Incumbent maintains considerable contact with the public and may be exposed to hostile/unruly/intoxicated persons.

Incumbent regularly works evenings and weekends, occasionally works extended hours, and may travel out of town to purchase supplies, but not overnight. Incumbent occasionally serves on-call and responds swiftly, rationally and decisively to emergency situations.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Waterfront Director for the Parks Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name