

**CITY OF ROCKVILLE
SWIM CENTER ASSISTANT**

CHARACTERISTICS OF CLASS:

The Swim Center Assistant performs intermediate, common physical duties involved in the general custodial maintenance of the Municipal Swim Center. The work requires regular contact with other employees within the Aquatics Division and with the general public. The physical demands are moderate, working occasionally with heavy materials and the working conditions are good. All work is subject to general direction covered by precedents and general supervisory review with meaningful impact on the Swim Center operation.

EXPECTATIONS OF ALL CITY EMPLOYEES:

Learn and demonstrate an understanding of City, department, division and team goals.

Serve and meet the needs of customers during routine or emergency situations.

Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.

Ability to assess his/her work performance or the work performance of the team.

Plan and organize his/her work, time and resources, and if applicable that of subordinates.

Contribute to the development of others and/or the working unit or overall organization.

Produce desired work outcomes including quality, quantity and timeliness.

Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.

Understand and value differences in employees and value input from others.

Consistently report to work and work assignments prepared and on schedule.

Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

Maintains cleanliness of aquatic facilities including but not limited to locker rooms, rest rooms, lobby, offices, entryway and exercise rooms.

Cleans and disinfects all restroom fixtures.

Replaces paper and cleaning supplies.

Inspects all fountains, faucets, showers, toilets, urinals, sinks, floor drains, etc. and reports all leaking, broken and/or improperly functioning fixtures to the Aquatic Facilities Manager.

Makes minor repairs to lockers, partitions, and showers.

Dusts furniture and vacuums carpets.

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Pulls trash throughout the facility.
Wipes down all exercise equipment.
Assists in readying pools for daily classes and rentals.
Assists with regular pool cleaning and seasonal pool cleaning and facility set-up.
Buffs and waxes floors as necessary.
Ensures personal items left at the facility are placed in the lost and found.
Assists patrons and answers questions or directs patrons to the appropriate staff.
Answers incoming telephone calls as needed.
Performs simple clerical duties as necessary.
Performs other duties as required.

QUALIFICATIONS:

Minimum Training and Experience:

Any combination of training and experience substantially equivalent to a High School diploma and one year of custodial or related experience. Aquatic facility experience preferred. Must acquire CPR and Automatic External Defibrillator (AED) certifications within 2 months of being hired.

Preferred Knowledge, Skills and Abilities:

Knowledge of general facilities custodial maintenance.
Knowledge of facilities preventative maintenance.
Excellent customer relation skills.
Ability to perform routine cleaning operations without close supervision.
Ability to understand and follow oral and written instructions.
Ability to work independently and as a team member.
Ability to establish and maintain effective working relationships with others.

Revised: 9/04

CITY OF ROCKVILLE TRANSPORTATION AIDE

CHARACTERISTICS OF CLASS:

The Transportation Aide performs responsible human support work in the operation of the City's Senior Citizen Transportation System buses. This position reports to the Senior Citizen's Social Services Coordinator.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Transports senior citizens and disabled persons to and from various scheduled destinations.
- Assists with the development of schedules and organizing daily runs.
- Telephones seniors to confirm transportation arrangements, i.e. time, place, etc.
- Assists seniors on and off the bus and with their packages.
- Delivers City mail, packages, etc. to various offices.
- Maintains a daily ridership record.
- Keeps assigned vehicles clean.
- Checks working condition of buses, i.e. tires, brakes, lift, oil, gas, etc., according to City regulations.
- Responsible to ensure the safe transportation of senior citizens to and from various destinations.
- Performs other duties as assigned.

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QUALIFICATIONS:

Any combination of training and experience equivalent to a high school education and two years experience in operating passenger vehicles. Possession of an appropriate driver's license valid in the State of Maryland. Must have CPR and first aid training or ability to obtain this training within six weeks of employment.

Preferred Knowledge, Skills and Abilities:

Some knowledge of Rockville and the nearby vicinity.

Ability to operate various types of buses efficiently and safely.

The willingness and ability to deal with riders in an efficient, courteous and patient manner.

Revised: 9/04