

The Recreation Monitor, in general, shall service the pool, playground, and sport courts at designated times as follows:

A. Pool

1. Work 30 (thirty) minutes prior to scheduled opening and 15 (fifteen) minutes after closing.
2. Manage and test the chemicals of the pool 3 (three) times as day: Opening, Mid-shift, and Closing
3. Clean and prepare the pool (including skimming) and its areas every day prior to opening, at mid-shift and again at closing.
4. Maintain water level each day to middle of skimmer inlets.
5. Clean and prepare rest rooms prior to opening and again at closing. Notify the Recreation Manager if supplies need replenished.
6. Arrange the table and chairs and close the umbrellas prior to closing. Readjust during opening if needed.
7. Dispense trash every evening to the receptacle located in the parking area.
8. Conduct pool testing at least 3 (three) times per day to maintain the standard set by Allegheny County Health Department and record the results in the ledger in the guard room.
9. Notify the Recreation Manager and Pool Management Company when corrective actions are necessary.
10. Maintain sign-in area.
11. Payroll procedure ... (Note: *Since monitoring program inception, all of the monitors are schedule for the entire season in May. Monitors notify the Manager if replacements have been made during the pay period. The Manager submits payroll on the 15th and last day of the month based on this schedule with adjustments.*)
12. Recreation Monitor on duty will find replacements for their shift if they will not be present for their scheduled workday.

B. Playground

1. Pick up any litter that is in the playground area and empty trash bin every evening to the receptacle located in the parking area.

C. Sport Court

1. Pick up any litter that is in the sport court area and empty trash bin every evening to the receptacle located in the parking area.
2. Arrange the table and chairs and close the umbrellas prior to closing. Readjust during opening if needed.

D. Other duties not specifically covered in this job description may be included periodically.

