



City of Rockwall  
*The New Horizon*

**\*\*EMPLOYMENT OPPORTUNITIES\*\***

**APPLICATIONS ACCEPTED**

**MONDAY – FRIDAY 8 AM – 5 PM**

**385 S. GOLIAD**

**ROCKWALL, TX 75087**

**Date Posted: February 1, 2012**

**Phone: 972-771-7700**

**Fax: 972-771-7766 | Job Line: 972-771-7710**

**Web address: [www.rockwall.com](http://www.rockwall.com)**

The **City of Rockwall** is a vibrant, fast growing community. Our organization has approximately 250 full-time employees that serve approximately 35,000 citizens. The City of Rockwall is searching for talented, hard-working and motivated individuals who demonstrate our core values by being ethical, responsible, customer focused and innovative. We want employees who strive to give great customer service to both our external and internal customers.

**Application Requirements:** Employment Applications **must be completed** and will only be accepted for open positions. Resumes will not be accepted without a **completed** application.

**Qualifications:** Qualifications listed in the job posting represent only the minimum qualifications necessary to perform the essential functions of the job. All applicants must be eligible to work in the United States. **All applicants will take a drug test after an offer has been made and a criminal, sex offender and driver's license check will be completed.**

**Job Descriptions:** To obtain a complete job description visit [www.rockwall.com](http://www.rockwall.com).

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## **PARKS AND RECREATION DEPARTMENT**

### **LIFEGUARD**

#### **Part-Time**

**Salary Range: \$7.85 – \$9.20**

#### **Examples of Essential Functions:**

- ◆ Preventive enforcement of pool rules in and around the pool.
- ◆ Identifies and responds to emergency situations and administers care.
- ◆ Performs general maintenance in and around the pool.
- ◆ Responsible for collection of fees and promoting public relations with pool users.
- ◆ Attends in-service training as required by the Department State.
- ◆ Incumbent must determine, enforce and prevent rule violations pertaining to the facility. Must ensure the safety of Aquatic patrons.
- ◆ Ability to consistently demonstrate endurance and rescue skills.
- ◆ Cleans/clears debris and refuse from City property regularly.
- ◆ Cleans restrooms on City property regularly.
- ◆ Must work special events as assigned.

**Minimum Requirements:** Position requires a working knowledge of aquatic activities, life guarding, CPR and first aid, must possess current lifeguard training certifications from one of the following: American Red Cross, YMCA or Ellis and Associates. Also requires current CPR/FPR certifications. Must be willing and able to become certified in American Red Cross criteria at the earliest date possible if possessing YMCA or Ellis certifications. Some life guarding experience preferred, but not required. The incumbent must have effective oral communication skills and be a strong swimmer. Must be at least 16 years of age.

Position Open Until Filled

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## **PARKS AND RECREATION DEPARTMENT**

### **RECREATION AIDE**

#### **Part-Time**

**Salary Range: \$7.50 – \$8.88**

#### **Examples of Essential Functions:**

- ◆ Monitors Parks and Recreation Department facilities and/or Rockwall Independent School District facilities during scheduled programs and leagues.
- ◆ Assists with registrations for programs, leagues, classes or special events.
- ◆ Assists with various recreation/leisure programs.
- ◆ Provides excellent customer service by responding to customers' questions and needs.
- ◆ Assists in the openings, closing and operation of programs, leagues, tournaments or special events.
- ◆ Assists with inventory record keeping, maintenance and the sale of concessions.
- ◆ May assist in emergency field preparation due to weather or other reasons for game postponement.
- ◆ Keeps supervisor informed regarding safety related issues.
- ◆ Ability to consistently demonstrate speed and accuracy.
- ◆ Cleans/clears debris and refuse from City property regularly.
- ◆ Cleans restrooms on City property regularly.
- ◆ Must work special events as assigned.

**Minimum Requirements:** Minimum age required is 16. Ability to understand, follow oral and written instructions. Ability to accurately count money and make change. Ability to use a calculator and do basic math functions. Must be able to lift 80 lbs. and able to work outdoors as required.

Depending on the position, the incumbent may be required/preferred to have some knowledge of general sport rules (basketball, softball, volleyball in-line hockey and football) and/or be able to operate a cash register, scoreboard or computer.

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## **PARKS AND RECREATION DEPARTMENT**

### **HEAD LIFEGUARD**

#### **Part-Time**

**Salary Range: \$8.75 – \$10.24**

#### **Examples of Essential Functions:**

- ◆ Attends to the daily operation of aquatic facilities including opening and closing duties and supervises Lifeguards when necessary.
- ◆ Responsible for administration, staff supervision, facility operation, and for personal employee duties.
- ◆ Provides excellent customer service by responding to customers' questions and needs.
- ◆ Regulates and monitors water chemistry in the pool; maintains chemical inventory; and maintains equipment and supplies.
- ◆ Ensures the safety of the facility users by following state and local safety regulations. Incumbent must enforce safety guidelines that are consistent with departmental policies. Keeps supervisor informed regarding safety related issues.
- ◆ Completes various reports and submits them to the appropriate Supervisor.
- ◆ Ability to consistently demonstrate speed and accuracy.
- ◆ Assists with oversight and management of the Learn To Swim Program.
- ◆ Cleans/clears debris and refuse from City property regularly.
- ◆ Cleans restrooms on City property regularly.
- ◆ Must work special events as assigned.

**Minimum Requirements:** High school diploma or GED required. Previous experience working in an aquatic setting is required. Candidate must possess current lifeguard training certifications from one of the following: American Red Cross, YMCA or Ellis and Associates. Also requires current CPR/FPR certification. ARC, WSI preferred.

Candidate must be willing and able to become certified in American Red Cross criteria at the earliest date possible in possessing YMCA or Ellis certifications. Position includes morning, evening, weekend and holiday hours. Position also requires the ability to use a calculator and do basic math functions. Requires effective written and verbal communication skills, ability to make sound decisions in a fast-paced environment, ability to deal effectively with the public and possess an outstanding customer service attitude.

**Position Open Until Filled**

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