



City of Mountain View

Now accepting applications for:

POOL ATTENDANT

\$20.23 to \$22.34 Hourly

Why Mountain View?

Because where you choose to work, matters. Because you want to surround yourself with passionate, mission-driven colleagues committed to providing excellent service to the community and each other. Because you want to apply your talents in a place where words like “wellness” and “innovation” are not merely nice sentiments, but are ideals we strive to achieve in everything we do.

APPLY NOW!

Submit your application and resume online at caloops.org or to the Human Resources Division; City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. Please provide a valid email address on your application. Application materials will be screened on a continuous basis. **This recruitment may close at any time.**

Depending on the number of applicants this process may be altered.

CULTURAL IDEALS:

- *Empower People*
- *Foster Collaboration*
- *Support Continuous Learning*
- *Enhance Our Community*
- *Champion Wellness*
- *Lead with Empathy*
- *Embrace Change & Innovation*

What's the Role?

We are looking for highly **motivated, reliable, and customer service-oriented** individuals to join the Recreation Division for the position of Pool Attendant with the City of Mountain View. You will join a **service-oriented, team environment** in providing aquatics programs. This is a part-time, hourly, non-benefited position limited to 1,000 hours in a fiscal year.

The Essentials

- Must be 16 years of age or older.
- Obtain a work permit if under 18 years of age.
- Availability to work flexible hours, including weekends.

What You'll Do

- Manage front desk operations at the aquatic facilities.
- Check in program participants and monitor facility users.
- Process membership transactions using registration software, including cash handling and end of shift reports.
- Perform opening, closing, and other shift duties as required.
- Provide exceptional customer service in person and on the phone.
- Assist with maintaining a safe, clean, and well-organized work environment.
- Communicate facility policies and procedures to facility users.
- Maintain a safe and pleasant environment for guests of City facilities.
- Assist the Recreation Division in city-wide special events.
- Assist with other duties as assigned.

Are We a Match?

- You know how to **talk to people** and work in a **team setting**.
- You have a sense of **sound judgment** while addressing the needs of residents and guests of Mountain View.
- You find appeal in extensive **public interaction**.
- You **welcome responsibility** and are not afraid to ask for clarification when unsure what is expected.
- You are **observant** and **pay attention to detail**.
- You can **communicate clearly** and effectively both orally and in writing.
- You can **establish and maintain courteous and effective working relationships** with the public and Recreation Staff.
- You exhibit **calmness and patience** when dealing with incidents.
- You possess **basic knowledge of PC applications** such as Word and Excel.

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<https://www.linkedin.com/company/city-of-mountain-view/>

Fine Print. Depending on the number of applications, the above process may be altered. Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Department upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Mountain View is an Equal Opportunity Employer (EOE). Prior to hire, candidates will be required to successfully complete a preemployment process, including employment verification and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification or termination. NOTE: The provisions of this bulletin do not constitute an expressed or implied contract, and any provisions contained in this bulletin may be modified or revoked without notice.