

Parkglen West Homeowners Association, Inc.

Pool Monitor

May 19, 2019-September 30, 2019

Schedule based on pool operation dates

Salary: Open

Benefits: None

Type: Two (2) Part Time Positions Available

Description: Seeking a high energy, detail-oriented professional to assist in maintaining a clean, safe and secure swimming pool.

Definition: Under the general direction of the HOA Board of Directors through MASC Austin Properties, Inc. This person will be responsible for access control to the pool facility, and helping monitor activity in the pool area ensuring the safety of all guests by enforcing all pool policies and procedures.

Notice to Applicants: Please read this job description carefully and ask for clarification if you have difficulty understanding the functions of this job.

Duties:

Essential duties and responsibilities include but not limited to the following:

- **Unlocking and locking doors before and after operating hours on a daily or scheduled basis**
- **Monitors the use of the swimming pool; help enforces safety rules**
- **Notify MASC Austin Properties, Inc. concerning any emergency situations (after proper authorities have been contacted), complaints and repairs needed**
- **Check all homeowners entering pool area for validated pool wrist bands**
- **Issue pool wrist bands to guests per the Parkglen West HOA pool policy and procedures**
- **Maintain guest access log**

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Skills and position requirement include but are not limited to:

- Communicate effectively and have a professional, service-oriented attitude at all times
- Work in diverse weather conditions with exposure to the elements
- Must be able to work varied hours and days, including weekends and holidays
- Capable of lifting 50 pounds, and be in good physical condition
- Must possess good customer service skills

While performing the duties of this job, the monitor is occasionally exposed to wet and/or humid conditions. He/She is also frequently required to stand, walk and sit hours at a time.

Application must be submitted for review prior to May 15, 2019. Please contact management company for application at the address shown below.

Parkglen West Homeowners Association, Inc.

c/o MASC Austin Properties, Inc.

945 Eldridge Rd

Sugar Land, TX 77478

713-776-1771 phone

713-776-1777 fax