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## MWR MANAGERS' OPERATIONS GUIDE

### Prepare/Update Position Descriptions



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#### DO THIS TASK WHEN

- Major duties and responsibilities for an existing position change significantly.
- A new position is needed, recommended, and authorized.
- A staff member/supervisor/manager requests a review.
- Annually/semi-annually during performance ratings/reviews.
- The major duties and responsibilities from two or more positions have been combined into one or several different positions.
- Directed by higher authority.
- Directed in the report results of Command, Department, and/or Program management reviews.

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#### REFERENCES

- CNICINST 5300.2, Non-Appropriated Fund Personnel Manual for Nonappropriated Fund Instrumentality (NAFI) Employees.
  - Standardized Position Descriptions.
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**SUPPLIES/  
RESOURCES**

- The current position descriptions (PDs) for the positions in your Program.
  - PDs that are similar to the one(s) that you are reviewing/ updating or preparing/proposing.
  - Program vision, mission, guiding principles, goals and objectives, and short/long-term plans.
  - Blank Optional Form (OF-8), Position Description forms.
  - Standardized Position Descriptions provided on the Navy CNIC portal (G2).
  - Standard office equipment and supplies.
  - Computer and word processing software.
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**THIS TASK  
IS DONE  
CORRECTLY  
WHEN**

- All PDs used in your Program reflect the **current**, major duties and responsibilities, tasks, and qualification requirements of the positions in your Program, whether filled or vacant.
  - All current PDs have been reviewed and amended to include performance descriptions and standards for internal and external customer service appropriate to the nature of the Program and to each staff member's position.
  - All your PDs have been classified.
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## NOTES

A position description (PD) documents the major duties, responsibilities, and organizational relationships of the job. It serves as the official record of the classification of the job and is used to make many other personnel decisions.

The importance of the PD accurately and completely describing the position cannot be over-emphasized. Your staff members need to know what is expected of them and how their position fits into the "big picture". You can't hold staff members accountable for major duties and responsibilities when you don't let them know what is expected of them.

The mission and purpose of your Program is an integral part of the PD and is as important as are the definitions of the staff member's major duties and responsibilities.

Another important part of every PD should be a clear outline of how the staff member is to interact with your customers/patrons. The customer service element of every position should be completely and accurately defined in each staff member's PD. Your customers are the only reason the Program exists. If you don't take care of them (meet their reasonable needs and wants), there is no reason to have the Program.

*It is strongly recommended that you review all your PDs and, as applicable, include a section defining the appropriate internal/external customer service duties/responsibilities relative to each position.*

Annual Program management reviews or changes in your Program's vision, mission, purpose, activities, events, products, and/or services may require that you develop new PDs or modify existing ones.

Each PD must be accurate and present a comprehensive outline of the critical duties and tasks each staff member is expected to accomplish on-the-job.

**NOTES  
(cont.)**

PDs should be written in clear, concise, and easy to understand language.

Because minor duties normally do not affect the classification of a position, are usually less important to work operations, and change frequently, it is generally not necessary to mention them in the PD. Therefore, the statement, "Perform other duties as assigned" is included in many PDs to cover such situations. These duties do not have to be related to the primary purpose of the position, but good judgement should be exercised when making such assignments. It is important to note that management retains the right to assign work, regardless of whether the duties are contained in the PD or whether the PD contains the phrase, "performs other duties as assigned."

Review the PD with your staff members to get their input and concurrence. Customer service is often buried under the category, "other duties as assigned". It is important that you clearly include Customer Service as a **major** duty/responsibility!

There are five requirements to remember while preparing PDs.

These are:

1. Describe the job/position--NOT the incumbent.
2. Describe the desired results--NOT just procedures.
3. Describe only major duties--NOT minor or supportive duties.
4. Use lay terms instead of technical language.
5. Include, as a major responsibility, a precise definition of the customer service behaviors required of the position.

**NOTES**  
**(cont.)**

It is unlikely you will need to write a completely new PD as there are very few totally "new" positions in the FFR system. Most are adaptations or extensions of existing ones. To avoid the writing difficulty of starting with a "blank slate", use existing PDs as a start point.

In most cases, your NAF Personnel Office will handle most of the writing, revising, finalizing and classifying of PDs for your NAF staff members. Likewise, your Human Resources Office (HRO) will handle your APF staff member's PDs. Your role will be to provide information, answer questions, and to ensure all pre-classified and/or modified PDs accurately and completely describe the *current* position.

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## PROCEDURE

**Step 1** Determine what action is required to begin this process.

IF THE POSITION IS:	THEN:
A new or nearly new one	Do Steps 2 through 22.
An existing one requiring review/revision	Do Steps 23 through 35.

**NOTE:** Preparing a **NEW** PD from scratch assumes you have identified a need for additional staff and that you've completed appropriate staffing and financial studies detailed in the following:

- Prepare NAF Budget Projections
- Analyze Financial Statement
- Develop/Maintain A Staffing Strategy
- Announce/Fill NAF Position Vacancies

## PREPARE NEW/NEARLY NEW PD

**Step 2** Briefly review the following Program documents that are applicable to your Program and your current staffing situation.

- Needs assessment data.
- Organization chart/work-flow diagram(s).
- Staffing guide.
- Vision, mission, and guiding principles.
- Strategic plan/Business plan.
- Short/long-term plan.
- Detailed activity plans/activity calendar.
- Goals and objectives.
- Things-to-do lists.
- Official correspondence/publication containing new/different staffing requirements.

**NOTE:** These documents detail the context of your Program and provide the information you need to define your staffing needs. Your Program experience combined with the information in these documents will help you describe the major duties and responsibilities of your Program's positions and to draft new PDs.

**Step 3** Briefly outline the tasks you **cannot** currently accomplish with your present staff, but are needed/required by your customers, your FFR Department, the Command, or higher authority.

- The details you record in this outline of unaccomplished duties/tasks will become the basis of new PDs for one or more new or existing staff positions.
- This outline will also help you develop justification for the new position(s)/job(s), if needed.

<p><b>NOTE:</b> You should include, in your outline, any apparent knowledge, skill, attitudes, and personal characteristics necessary to accomplish these unaccomplished duties/tasks.</p>
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**Step 4** Using the information in your outline, ask your local NAF Personnel Office for copies of PDs that describe the major duties, responsibilities, tasks, knowledge, skill, attitudes, and personal characteristics necessary to accomplish these unaccomplished duties/tasks.

**Other sources of sample PDs include:**

- Program Managers within your FFR Department who have similar positions in their Program.
- HRO.
- Local area DoD FFR organizations with similar FFR Programs.
- Your professional network (colleagues/peers).
- Professional Organizations (e.g., NRPA, IMCEA, etc.) relative to your Program and to the new position.
- FFR Division Branches via your chain of command.



**Step 5** Review the PDs gathered in Step 4 to find one/several that match or are similar to the new position detailed in your duty/task outline.

**Look for:**

- ☐ Similar duties/tasks.
- ☐ Same or similar knowledge, skill, attitudes, and personal characteristics.
- ☐ Customer service performance standards.
- ☐ Standards needed for correct job performance.
- ☐ Time, supplies, equipment, and physical attributes required for correct job performance.
- ☐ Equal or similar pay level.
- ☐ Same or similar responsibilities and authority.
- ☐ Same or similar customer base.
- ☐ Used by an organization or Program with similar vision, mission, goals and objectives.
- ☐ To whom the staff member reports and who reports to the staff member.
- ☐ Special requirements. (e.g., pre-employment testing, skill-demonstration requirements, certifications, specific education requirements, etc.)
- ☐ Similar security/clearance requirements.
- ☐ Similar requirements.

For example:

- Lifeguard must be able to swim 200 ft., towing another person.
- Must type 50 words per minute (WPM) with an error rate less than 5.
- Incumbent must be able to broil meats to customers' requested degree of doneness.

**Step 6** Draft the "Introduction" section of the PD using applicable wording/phrasing from the "similar" PDs and other information you have gathered.

- The "Introduction" section should identify your Command, FFR Department, your Program, the Program's location, mission and purpose, and the job title.
- Follow your local guidelines regarding formatting PDs. (Your Personnel Department will most likely handle the formatting. Your job is to ensure the PD clearly and completely describes the position.)

**Step 7** Review the job titles, mission, and major duties and responsibilities section of existing "similar" PDs to draft the new PDs major duties and responsibilities.

**Step 8** Decide on the listing method of the "major duties and responsibilities".

IF:	THEN:
There is a logical sequence/flow of daily duties	<ol style="list-style-type: none"><li>1. Select sequence listing method.</li><li>2. Do Step 9.</li><li>3. Go to Step 12.</li></ol>
There is <b>NO</b> logical sequence/flow of daily duties	<ol style="list-style-type: none"><li>1. Select random listing method.</li><li>2. Go to Step 10 and continue.</li></ol>

**NOTE:** Ensure each duty sentence begins with an "action" verb; minimizes unnecessary verbiage; and is accurate.

For example:

- Manages/supervises staff of six recreation aides.
- Prepares inter-office memoranda and official Navy FFR letters and messages.

**Step 9** List major duties and responsibilities in the sequence in which they are performed.

**EXAMPLE**

- Duty 1. Prepare program for opening.
- Duty 2. Provide desired services and products to customers, striving to exceed customers' expectations.
- Duty 3. Update/control/secure inventory..., etc., through to closing or end of shift.

**Step 10** List major duties and responsibilities in random order with the most important first to the least important last.

**EXAMPLE**

- Duty 1. Supply services and/or products to customers, striving to exceed customers' expectations.
- Duty 2. Update/control/secure inventory.
- Duty 3. Prepare program for opening..., etc., until all major duties and responsibilities of the position are listed.

**Step 11** Group the "like" duties together.

- All the physical duties.
- All the administrative duties.
- All operational duties, etc.

**Step 12** Estimate the percentage of time in a normal work week or day spent on each duty.

IF:	THEN:
Greater than or equal to 5%	Write the percentage (%) next to each major duty per local policy.
Less than 5%	List duties under miscellaneous.

**Step 13** Determine if supervisory duties are part of the job.

IF:	THEN:
YES	1. Describe and list the duties under the heading "supervisory duties". 2. Go to Step 14.
NO	Go to Step 15.

**Step 14** Write the "supervisory controls" section of the PD.

**For example:**

- The supervisory controls over the position.
  - How the incumbent reviews his/her staff's performance/work.
  - Types and scope of controls the incumbent has over his/her staff.
- The positions under the supervisory control of the incumbent.
- The degree of independence given the incumbent to make decisions, supervise their subordinates, make recommendations to change policy, etc.
- A statement that the incumbent must ensure all personnel actions (e.g., selections for promotion, awards, reassignments, training, etc.) are free from discrimination based on race, color, sex, age, religion, national origin, or any other non-merit factor.

**Step 15** Write the "Controls Over the Position" section of the PD. Address the complexity, scope and effect, personal contacts and purpose of contacts.

**For example:**

- The outline of the supervisory chain.
- Detailed directions from all manuals, procedures, regulations, etc.
- How performance will be measured against established standards, guidelines, and goals and objectives. (e.g., standards, periodic spot-checks, monitoring, etc.)
- Cooperative program planning with other Programs and managers.

**Step 16** Write the "Working Conditions" section of the PD. Address special requirements, work environment and travel requirement.

**For example:**

- Any adverse temperature extremes.
- Any extreme physical requirements.
- Any carrying or lifting requirements.
- Travel requirements:
  - % of year
  - overnight
  - CONUS/OCONUS
  - shipboard/deployment

**Step 17** Determine if "Qualifications/Prerequisites" are required, such as:

- "Must be a High School graduate."
- "Holds a CPR certification, etc."
- "Must have a general knowledge of double-entry bookkeeping."

IF QUALIFICATIONS ARE:	THEN:
Required	1. Identify and list the qualifications required to perform the job. 2. Write these in the "Qualifications/ Prerequisites" section of the PD.
<b>NOT</b> Required	1. Write "None" in the "Qualifications/ Prerequisites" section of the PD.

**Step 18** Check the updated PD for completeness. Use the checklist below to ensure the PD contains:

- ☐ A complete and comprehensive "Introduction" including:
  - The names of the Command, Department, and Program.
  - The Program's mission and purpose.
  - The location of the position.
  - A general statement of what the incumbent does.
- ☐ A complete and accurate listing of the "major duties and responsibilities" with all applicable/required knowledge, skills, attitudes, and personal characteristics.
- ☐ Standards by which correct job performance is measured.
- ☐ All customer service performance requirements with performance standards.
- ☐ Time, supplies, equipment, physical requirements needed for correct job performance.
- ☐ A complete and clearly defined section on "Controls over the Position". (To whom the staff members reports and how information is communicated.)
- ☐ A complete section on "Qualifications" which list justifiable requirements for prior experience, education, diplomas, certification, pretesting, training, etc., required to do the job.
- ☐ A complete and accurate section on "Working Conditions" outlining any extreme physical, mental or environmental challenges required in the performance of the job.
- ☐ Security/clearance requirements required to do the job.

**If the PD also contains supervisory duties, include:**

- ☐ A complete section on "Supervisory Controls" explaining what oversight responsibility the position has; whom the incumbent supervises; and what independence is allowed in the performance of the job.
- ☐ A complete Equal Employment Opportunity Statement.

IF:	THEN:
Complete	Go to Step 19.
Incomplete	1. Review, revise, update, and adjust. 2. Go to Step 19.

**Step 19** Prepare a draft Optional Form 8 (OF-8), Position Description Form per local policy/practices.

- Your NAF Personnel Office or HRO will most likely prepare this form which is the cover sheet to the PD narrative you drafted in Steps 6-17.

**Step 20** Submit Optional Form 8 (OF-8) and the PD narrative to your immediate supervisor for review/comment.

- ☐ Revise as necessary.
- ☐ Forward the Optional Form 8 (OF-8) and the PD narrative to your NAF Personnel Office for finalizing and appropriate classification action.
- ☐ Mark your "tickler" files, Things-To-Do list, daily planner, or computer-based scheduling software to follow-up on the status of the new PD.

- See Announce/Fill NAF Position Vacancies.

**Step 21** Upon receipt of the approved PD, ensure your new/affected staff members review their revised PDs and that the cover sheet is signed by you, the classifier, and the FFR Director or his/her designee.

**Step 22** Make and distribute copies of the updated OF-8 and PD narrative.

- ☐ Copy to your records.
- ☐ Copy to affected staff member(s).
- ☐ Original to Personnel Office via your immediate supervisor.

**Stop here. This completes the Task, Prepare (new) Position Description.**

## REVIEW/REVISE POSITION DESCRIPTIONS

**Step 23** Identify causes requiring that changes, additions, deletions be reflected in a revised PD.

- ☐ You have received direction from higher authority that require addition or modification to the "major duties and responsibilities" and/or the applicable/required knowledge, skill, attitudes, personal characteristics, qualifications, certifications, education requirements of a position.
- ☐ The duties, tasks, responsibilities of the position have increased/decreased due to changes in your Program's mission/purpose and/or the amount of your business.
- ☐ The goals and objectives of the Program have been changed.
- ☐ The supervisory span of control has changed (either up or down).
- ☐ The incumbent now supervises more/less people.
- ☐ The PD needs to be modified to include new/different/additional performance standards.
- ☐ Management reviews or your reviews of your PDs identified needed changes to bring it/them up-to-date or make it/them more complete/accurate.
- ☐ Technological advances/automation resulted in changes in performance and/or standards, which require a modification.
- ☐ Duties and tasks from two or more jobs have been consolidated into one position.
- ☐ Duties and tasks from two or more jobs have been reassigned among several positions requiring that one or several of your PDs be modified.
- ☐ Other? \_\_\_\_\_



**Step 24** Ensure the existing PD contains the following:

- ☐ A complete and comprehensive "Introduction" including:
  - The names of the Command, Department, and Program.
  - The Program's mission and purpose.
  - The location of the position.
  - A general statement of what the incumbent does.
- ☐ A complete and accurate listing of the "major duties and responsibilities" with all applicable/required knowledge, skills, attitudes, and personal characteristics.
- ☐ Standards by which correct job performance is measured.
- ☐ All customer service performance requirements with performance standards.
- ☐ Time, supplies, equipment, physical requirements needed for correct job performance.
- ☐ A complete and clearly defined section on "Controls over the Position". (To whom the staff member reports and how information is communicated.)
- ☐ A complete section on "Qualifications" which list justifiable requirements for prior experience, education, diplomas, certification, pretesting, training, etc., required to do the job.
- ☐ A complete and accurate section on "Working Conditions" outlining any extreme physical, mental or environmental challenges required in the performance of the job.
- ☐ Security/clearance requirements required to do the job.

**If the PD also contains supervisory duties, include:**

- ☐ A complete section on "Supervisory Controls" explaining what oversight responsibility the position has; whom the incumbent supervises; and what independence is allowed in the performance of the job.
- ☐ A complete Equal Employment Opportunity Statement.

**Step 25**     Decide if you can edit a copy of the existing PD or if you need to draft a new PD narrative.

IF:	AND:	THEN CHOOSE:
The edits/changes are minimal	You are sure your NAF Personnel Office will be able to read your hand written edits	1. Hand edit a copy of the existing PD.
The edits/changes are significant	You will have to include numerous changes, deletions, rewrites, new elements, and/or different sequencing	2. Draft a new PD narrative.

**Step 26**     Make the necessary and/or appropriate changes to the incumbent's PD.

<p><b>NOTE:</b>        Updating a PD is typically done for two reasons:</p> <p>(1)    To specify minor changes in the duties and responsibilities of the position which do <b>NOT</b> require the job to be reclassified.</p> <p>(2)    To specify significant changes in the duties and responsibilities of the position, the scope of which suggests/requires that the job be reclassified.</p> <p>Reclassification is a complex procedure requiring assistance from your immediate supervisor and the NAF Personnel Office or HRO.</p>
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**Step 27**     Submit your revised PD narrative to your immediate supervisor for review/comment.

☐    Upon return, edit as advised, if applicable.

**Step 28**     Submit your edited/changed PD narrative to your NAF Personnel Office.

☐    Ask that they prepare a revised PD and return it to you for final review and edit as necessary.

☐    Mark your "tickler" files, Things-To-Do list, daily planner, or computer-based scheduling software to follow-up on the status of the revised PD.

**Step 29** Check the updated PD for completeness. Use the checklist below to ensure the PD contains:

- ☐ A complete and comprehensive "Introduction" including:
  - The names of the Command, Department, and Program.
  - The Program's mission and purpose.
  - The location of the position.
  - A general statement of what the incumbent does.
- ☐ A complete and accurate listing of the "major duties and responsibilities" with all applicable/required knowledge, skills, attitudes, and personal characteristics.
- ☐ Standards by which correct job performance is measured.
- ☐ All customer service performance requirements with performance standards.
- ☐ Time, supplies, equipment, physical requirements needed for correct job performance.
- ☐ A complete and clearly defined section on the "Controls over Position". (To whom the staff member reports, who reports to the staff member, and how information is communicated.)
- ☐ A complete section on "Qualifications" which list justifiable requirements for prior experience, education, diplomas, certification, pretesting, training, etc., required to do the job.
- ☐ A complete and accurate section on "Working Conditions" outlining any extreme physical, mental or environmental challenges required in the performance of the job.
- ☐ Security/clearance requirements required to do the job.

**If the PD also contains supervisory duties, include:**

- ☐ A complete section on "Supervisory Controls" explaining what oversight responsibility the position has; whom the incumbent supervises, and what independence is allowed in the performance of the job.
- ☐ A complete Equal Employment Opportunity Statement.

IF:	THEN:
Complete	Go to Step 30.
Incomplete	1. Review, revise, update, and adjust. 2. Return to Step 27.

**Step 30** Prepare a draft Optional Form 8 (OF-8), Position Description Form per local policy/practices.

- Your NAF Personnel Office or HRO will most likely prepare this form which is the cover sheet to the PD narrative.

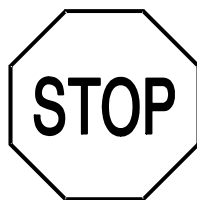
**Step 31** Prepare and forward a revised/new OF-8 and your verified PD narrative to the NAF Personnel Office for finalizing and appropriate classification action (if needed).

- ☐ Ask that they notify you when they have finalized the revised PD and have received classification action if it was necessary.
- ☐ Mark your "tickler" files, Things-To-Do list, daily planner, or computer-based scheduling software to follow-up on the status of the revised PD.

**Step 32** Ensure your affected staff members review and sign their revised PDs.

**Step 33** Distribute copies of the updated OF-8 and PD narrative.

- ☐ Copy to your records.
- ☐ Copy to affected staff member(s).
- ☐ Original to Personnel Office via your immediate supervisor.



***Congratulations! You've completed this task.***

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**Position Description (PD) -- EXAMPLE 1**

**Page 1 of 3**

**Recreation Assistant (GYMNASIUM)**

**NF-0189-02**

**INTRODUCTION**

This position is located in the Gymnasium, Athletic Branch, Recreation Division, Morale, Welfare, and Recreation Department, Naval Air Station, Crabbank, FL. This position is responsible for the coordination and economical operation of the facility and staff, both civilian and assigned military, as well as assist in promoting and conducting a diversified sports and fitness program for all eligible patrons.

**MAJOR DUTIES AND RESPONSIBILITIES**

1. Ensures operation of the Gear Issue Control Counter, which includes issuing athletic/fitness equipment, clothing, etc.; scheduling use of the facility; and collecting user fees and returned equipment in accordance with the employee handbook.
2. Ensures the facility is only used by authorized patrons; enforces policy and regulations including dress code; ensures the safety and security of the building; and maintains order and discipline throughout the work area.
3. Ensures bulletin boards which contain information on special events, intramural/sports program, fitness, MWR programs/events, TOL, EEO, and staff/labor information are kept up-to-date, neat and orderly.
4. Ensures a safe environment for patrons by regular inspection of equipment, facility and grounds for defects or discrepancies. Ensures repairs are made as expeditiously as possible requesting assistance as needed.
5. Schedules routine inspection, upkeep and proper maintenance of the facility and equipment. This requires regular and detailed checks for sanitation and cleanliness of all areas and equipment assigned. A daily maintenance program is necessary to ensure that all equipment is safe and in proper working order.
6. Provides assistance to patrons (in person and via the telephone) regarding hours of operation, fees, equipment available, eligibility requirements, Gymnasium and MWR regular and special activities, events, products, services, intramurals and similar non-technical questions.
7. Assists with the scheduling and work assignments of all assigned Gymnasium staff to accommodate evening, weekend, and holiday-scheduled operations. Provides input to staff evaluation of job performance. Deals with workers to resolve complaints and grievances. Organizes work force to provide effective and efficient service.
8. Ensures and assists in setup, breakdown, and staffing for special events. Coordinates publicity of programs and special events such as flyers, posters, base newspaper articles, base T.V. channel announcements, e-mail, LAN, etc.

**Position Description (PD) -- EXAMPLE 1**

**Page 2 of 3**

9. Ensures cashier duties are performed properly; change fund verified, resale inventory and forms completed, DARs completed properly, and that proper procedures are followed for depositing money in night depository. May also perform cashier duties.

10. Ensures monthly locker rentals are up-to-date and that the locker rental cards are prepared and maintained properly. Notifies patrons when locker rent is due, past due, and when lock will be cut.

11. Routinely ensures that a sufficient stock of gear issue items, paper products, and administrative supplies are on hand. Submits requisitions to reorder to the manager for review, approval and forwarding. Maintains accurate log of all items requested, status, and date received.

12. Ensures the upkeep and repair of fitness and weight equipment, to include Life Fitness, Bodymasters, Nordik Track, and the Heart Rate, Inc., brand as well as others. Ensures equipment is regularly maintained and parts are ordered and equipment is repaired in a timely manner.

13. May perform general housekeeping duties; sweeping, mopping, vacuuming, dusting, picking up, emptying trash, and sanitizing rest rooms and locker rooms.

14. Trains and leads Recreation Aides in the operation of gear issue and counter control, use of cash register, cashier duties, procedures for opening and closing the facility, and customer service. Audits change funds and rings out register at the end of a Rec Aides' shift.

15. Other duties as assigned.

**CONTROLS OVER POSITION**

The incumbent works under the general supervision of the Gymnasium Manager for the Accomplishment of assigned responsibilities. Assignments are received orally or as written directives or procedures. Incumbent keeps the supervisor advised of the status of work and is expected to consult with him/her on any problems that arise. Performs duties independently. Supervisor spot-checks the day-to-day aspects of program operation to ensure compliance with instructions, policies, and procedures.

**QUALIFICATIONS**

Experience in athletic facility operation desired. One-year experience in recreation, athletic and sports programs, with demonstrated ability to maintain and perform required functions for the operation of an athletic facility. Incumbent must have knowledge of the principles and methods used in providing support for recreational and physical fitness programs. Must have the ability to repair and maintain various types of fitness equipment to include aerobic, strength (both mechanical and computerized), and weight lifting equipment. Incumbent must be able to demonstrate alertness, reliability, and the ability to deal with others. Must have knowledge of various types of physical fitness and weight equipment to provide basic instruction on proper use. Must be neat in appearance; have a pleasant personality; be sensitive to changing needs; and apply tact and diplomacy when dealing with customers. Must use imagination and resourcefulness in solving problems.

**Position Description (PD) -- EXAMPLE 1**  
**Page 3 of 3**

**WORKING CONDITIONS**

Work is performed primarily indoors, although occasionally work may be performed outside in heat, cold, wind, and rain. A varied work schedule may include evenings, weekends, and holidays as required. Physical exertion may be required. Must be able to lift weights up to a 50-pounds and return them to proper storage. Position may involve bending, stooping, kneeling, working in a crouched position, standing and walking for extended periods.

Position requires a constant vigilance to ensure maximum security of funds, equipment, patrons, and employees in and around the facility.

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SAMPLE

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**Position Description (PD) -- EXAMPLE 2**

**Page 1 of 3**

**Supervisor Recreation Assistant (AQUATICS)**

**NF-0189-03**

I. **INTRODUCTION.** This position is located in the Athletic Department of the Morale, Welfare, And Recreation Directorate, NAS Crabbank, Florida. The purpose of this position is to ensure that all programs and year round aquatics activities operate efficiently and safely according to regulations.

II. **MAJOR DUTIES AND RESPONSIBILITIES:** The incumbent shall be responsible for a well-rounded and comprehensive aquatics program at the Naval Air Station, Crabbank, Florida.

The incumbent shall develop and justify budget requests for non-appropriated fund to cover operating expenses for supplies, equipment, maintenance, and upkeep of the facilities. The incumbent will also monitor the handling of funds through ticket sales, supervise cashiers, and ensure DARs are properly prepared and submitted.

The incumbent is responsible for ensuring all maintenance work required for year-round facility upkeep, water chemical testing, pool vacuuming, ropes, safety gear, and the condition of the changing, shower, and locker rooms are within the scope required by environmental health instructions, regulation, and policy.

The incumbent administers written and practical water safety tests to ensure the qualification of lifeguards and instructors assigned to the swimming pools and beaches.

The incumbent ensures all rules and regulations pertaining to the pools and beaches are posted and observed as specified in applicable instructions and policy.

The incumbent ensures personnel assigned to the pools and beaches perform their duties in compliance with regulations and instructions outlined in applicable manuals. The incumbent is responsible for conducting in-progress work schedules, time sheets, and reviewing and approving leave requests.

The incumbent is responsible for and initiates rescue and recovery operations; contacting emergency medical personnel; and performing first aid services when necessary.

The incumbent ensures that all lifeguards and instructors attend continuous training programs and that all can execute emergency action plans in their areas.

The incumbent assists in the development of new and existing aquatic programs for the enhancement of the Aquatics Department.

The incumbent communicates with off-base groups such as the American Red Cross and volunteer personnel in the coordination of on-base activities and organizes and conducts special events including swimming competitions.

**Position Description (PD) – EXAMPLE 2**

**Page 2 of 3**

The incumbent is responsible for all levels of youth and adult water safety instructional programs to include Beginner through Advanced Swimmer, basic rescue, advanced life saving, Lifeguard Training, and Water Safety Instructor Courses.

The incumbent supervises ten (10) lifeguards, instructors, and other authorized personnel that may be assigned to the aquatics program during the winter months, and twenty five (25) lifeguards and instructors during the summer months. Provides necessary advice, guidance, and on-the-job training as appropriate for the performance of their duties. Evaluates job performance.

Assumes the duties of the Aquatics Coordinator in his/her absence.

Performs other related duties as assigned.

III. **KNOWLEDGE REQUIRED BY THE POSITION.** A minimum of two years experience in Recreational activities, preferably at the supervisory level in water sports, pools, and related aquatic activities.

An active/current American Red Cross certification of Water Safety Instructor, Lifeguard Training (or equivalent) and Pool Operators License is required, including knowledge of pool plant operations and water chemistry analysis and management. Must be able to enforce the safety requirements as it relates to each activity and the ability to enforce such requirements is warranted.

The incumbent must be able to speak effectively about the program and to motivate interested groups of active duty personnel and their family members in related water sports programs.

IV. **SUPERVISORY CONTROLS.** The incumbent works under the direct supervision of the Supervisory Recreation Specialist (Aquatics Division). Assignments are received orally and as written policy directives for which the incumbent is responsible for independently completing. Review of work is through evaluation of assigned programs for degree of participation and results achieved.

V. **GUIDELINES.** The incumbent will be guided by current directives established by the Morale, Welfare, and Recreation Directorate. Local policies established by the Command are also available and applicable. Advice and assistance is sought from the supervisor when guidelines are not applicable or significant deviations from approved procedures are to be recommended.

VI. **COMPLEXITY.** The incumbent shall execute policies, regulations and guidelines as they Relate to personnel management, procurement, internal controls, and programming. The assignments require an ability to deal effectively with the civilian and military communities. The incumbent, who must be able to coordinate the activities, programs, and administrative responsibilities simultaneously, establishes priorities. The incumbent must continually evaluate the overall effectiveness of the operation to formulate recommendations for change to increase responsiveness to the needs of the aquatic's patrons.

Position Description (PD) -- EXAMPLE 2

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VII. **SCOPE AND EFFECT**. The incumbent must apply well defined program plans, policies and procedures to the aquatics programs to contribute effectively to the patron's morale and well-being. Coordinates the use of equipment and scheduling of major programs to get the most usage. The incumbent must provide a safe and efficient lifesaving service for all of the aquatics areas.

VIII. **PERSONNEL CONTACTS**. Contacts are with the customer/patron; activity duty and retired, their family members, civilian employees and various activities at NAS Crabbank and other surrounding bases. Contacts are with advisory groups and news media to promote, organize and carry out aquatic recreation skills and activities.

IX. **PURPOSE OF CONTACTS**. Contacts are for exchanging factual information, Publicizing classes, obtaining facility support to meet the needs of the military and civilian population, obtaining local security support, and other pertinent information.

X. **PHYSICAL DEMANDS**. Duties will require minimum effort for most work, however there will be times when moderate to heavy work must be performed. Some work will require moving stands, signs, towing victims to shore, and transporting of victims over walk-overs on backboards. May lift in excess of 100 pounds.

XI. **WORK ENVIRONMENT**. The duties and responsibilities of this position require the incumbent to work both indoors and outdoors. Risks include exposure to sunburn and eye irritation due to pool chemical imbalance.

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