

POOL MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under the direction of an assigned supervisor/coordinator, the Pool Manager is responsible for supervising and directing the aquatics program and staff, and implementing and coordinating specific aquatic programs, including meeting the program objectives. This is an at-will, intermittent, part-time, hourly position without City-paid benefits. Some evening and weekend work may be required.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Create, plan and coordinate all daily activities and special events of assigned pool.
2. Assign and schedule pool staff.
3. Perform lifesaving practices and standards according to accepted industry standards.
4. Train and supervise staff and volunteers on assigned duties.
5. Meet program goals and objectives, collect and maintain relevant statistical records and data.
6. Accurately and timely complete pertinent record keeping, reports, testing and program paperwork according to established guidelines.
7. Perform daily pool opening and closing activities according to established guidelines.
8. Act in capacity of pool lifeguard.
9. Responsible for maintaining on-site security and safety of participants, staff, and others in the pool area, preparation and maintenance of incident records.
10. Enforce City and program rules and guidelines and conduct necessary discipline of staff and volunteers.
11. Train the Assistant Pool Manager to function as manager in the absence of the Pool Manager.
12. Maintain a safe and clean swimming pool environment.
13. Maintain personal fitness sufficient to perform the required duties.
14. Conduct and attend pertinent staff meetings as required during the season.
15. Perform other program-related duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Minimum Requirement:

Possession of a high school diploma or GED certificate.

Ability to:

Work a flexible work schedule, which may include evening, weekdays, weekends and holidays.

Communicate clearly and concisely, both orally and in writing.

Learn pertinent City rules, policies, ordinances and program requirements.

Maintain timely and accurate reports pertinent to the aquatics program.

Learn basic pool chemistry.

Understand and carry out oral and written directions.

Establish and maintain effective working relationships with those contacted during the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Demonstrated swimming skills that meet the American Red Cross guidelines for aquatics program personnel.

Experience:

Two years experience as a swim instructor/lifeguard at a public swimming facility; one year at an Assistant Pool Manager-level preferred.

Prior experience working with age-appropriate groups.

Familiarity with modern office methods, procedures and equipment.

License or Certificate:

Possession of a valid driver's license.

Possession of valid certificates from the American Red Cross in Lifeguard Training, Title 22, CPR for the Professional Rescuer, and Standard First Aid; Water Safety Instructor certificate is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in an environment that will cause exposure to light chemical substances, such as chlorine. All work activities are performed in a public swimming facility.

Physical: Primary functions require sufficient physical ability and mobility to work in a public swimming facility; may be required to rescue swimmers in distress and/or demonstrate beginning

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through advanced swim strokes; to stand or sit for prolonged periods of time; to regularly stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight (up to 50 pounds); and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Bargaining Group: Unrepresented
FLSA Status: Non-Exempt

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