

**POOL MANAGER
ASSISTANT POOL MANAGER
(SEASONAL)**

GENERAL DESCRIPTION

This is responsible supervisory and facility maintenance work in providing for the recreational use of the City pool.

REPORTING RELATIONSHIPS

Reports to: Human Resources Director

ESSENTIAL POSITION FUNCTIONS

1. Plans and schedules pool activities.
2. Coordinates swimming lessons, if available.
3. Prepares pool use reports.
4. Provides for the security of pool and equipment.
5. Responsible for maintenance of pool area, including dressing rooms and bathrooms.
6. Prepares work schedules for lifeguards
7. Responsible for collection of pool money and submitting it to the Finance Department.
8. Conducts swim tests to determine depths that are safe for swimmers.
9. Makes sure swimmers adhere to pool use safety rules.
10. Assists swimmers as necessary for their safety.
11. Conducts cardiopulmonary resuscitation (CPR) as necessary.
12. Provides first aid as necessary.
13. These essential job functions are not to be considered as a complete statement of all duties performed. Employees will be required to perform other job-related duties as necessary and consistent with the position.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of recreational activities, principles and practices.
- Ability to supervise effectively.
- Ability to perform public relations activities.
- Ability to perform administrative and management functions.
- Knowledge of the use of swimming pool equipment.

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- Considerable knowledge of pool safety rules.
- Ability to administer first aid and CPR.
- Ability to tactfully enforce safety rules.
- Ability to schedule work hours for lifeguards.
- Ability to clean pool facilities.
- Ability to establish effective working relationships with lifeguards, employees and the general public.
- Ability to count and balance cash drawer.
- Thorough knowledge of lifesaving and rescue methods and practices.

EDUCATION AND EXPERIENCE

Requires graduation from high school or possession of an acceptable equivalency diploma, and two (2) years experience in recreation or related activities experience. Any equivalent combination of training, education and experience that provides the required knowledge, skills and abilities may be considered for the minimum qualifications.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS

Must be certified in CPR and first aid.

ESSENTIAL PHYSICAL SKILLS

- Good vision (with or without correction)
- Good hearing (with or without correction).
- Ability to communicate orally
- Walking
- Standing
- Kneeling
- Bending
- Stooping
- Pulling
- Pushing
- Moderate lifting

ENVIRONMENT CONDITIONS

- Works outside in varying weather conditions

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SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Reasonable accommodation will be made for otherwise qualified individuals with a disability.

Approval: Cynthia Hunter Approval: Vanille J. J...
Personnel City Manager

Council Approval Date: Sept. 18, 2012