



Job Title: Assistant Pool Manager
Department: Public Works – Pub Properties
FLSA Status: Non-Exempt, Hourly, Seasonal
Revised Date: See Below

Accountability

Under the direction of the Public Properties Director, Assistant Recreation Director and Pool Manager respectively.

Job Summary

Responsible for assisting Manager with day-to-day operations of the municipal swimming pool and concession stand; trains and supervises lifeguards and office/concession workers; tracks staff attendance at in-services and completion of swims; performs public safety and recreational work in supervising swimming activities and enforcing pool rules/regulations.

Essential Job Functions

Assists the Pool Manager in the following activities: Supervision of all municipal swimming pool operations in accordance with applicable federal, state and local rules and regulations; enforcement of pool rules and regulations; supervising and assigning work schedules for all pool employees; directing lifeguard rotation system, break system, and determination of whether to close pool during inclement weather; supervising and assisting lifeguards in rescuing swimmers from water when in difficulty; directing employees with routine maintenance and cleaning operations of the pool facility, concession stand and surrounding area; assists in filter operation of pool and daily water chemical testing; routine maintenance of pool facility and concession stand equipment; collection, recording and depositing all monies received from use of the swimming pool and sale of concessions; arrives punctually to scheduled shift times and maintains proper dress code at all times.

Additional Duties and Responsibilities

Reports non-routine and/or major operational problems to Pool Manager; in absence of Pool Manager, acts as public relations person for swimming pool, accepting public comments and resolving problems/complaints; assists in maintaining all required records concerning the pool including the condition of the water, chemicals used, number of persons using the pool, accidents/injuries, and other relevant information; participates and assists in lifeguarding activities as needed; procures supplies for cleaning, record keeping, concession stand and other items as required.

Knowledge, Abilities and Skills

Good oral and written communication skills; ability to deal courteously and effectively with the public; good organizational and record keeping knowledge and abilities; ability to plan, schedule, instruct and supervise work of employees; thorough knowledge of water safety principles and ability to perform water safety instruction; good skills in all phases of swimming and aquatic safety; thorough knowledge and ability to perform life-saving techniques and first aid treatment; accurate vision (corrected or non-corrected); ability to properly position self at station and have equipment ready; ability to sit or stand for extended periods of time; ability to lift up to 50 lbs. and to carry, push or pull a variety of tools, equipment and materials used in maintenance and preparation of the pool; ability to manage pool during weekday evenings, weekends and holidays.

Education and Experience

Graduation from high school and minimum of three years prior lifeguarding experience. Swimming instructor. Current certifications in American Red Cross Lifeguarding or equivalent; American Red Cross Water Safety Instructor Certificate; American Red Cross Standard First Aid; American Red Cross CPR or American Heart Association CPR; and Pool Operators License. American Red Cross Lifeguard Instruction Certificate desirable. Prior assistant and fill-in manager experience desirable.

Special Requirements

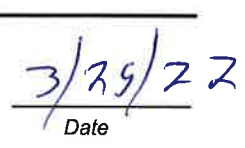
Possession of a valid driver's license.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.

Job Description Revision Approved:



City Administrator



Date