

ASSISTANT POOL MANAGER
PART TIME, TEMPORARY

DEFINITION

To perform a variety of duties related to assisting in supervising a swimming pool facility, programs and assigned temporary employees.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Assist in supervising and conducting classes for swimming instruction; ensure that swim lessons are taught to city standards.

Assist in overseeing the safe and proper operation of assigned pool; ensure pool rules and safety guidelines are followed; maintain order with disruptive patrons and exercise crowd control where warranted; and refer escalated issues to assigned supervisor.

Assist in proper sanitation and maintenance of pool water; ensure cleanliness of restrooms, dressing rooms and public areas.

Report maintenance conditions affecting facility operation and security.

Serve as Aquatics Specialist I/II/III and Cashier I/II as needed.

Promote and enforce water safety procedures; effect swimming rescues; render first aid and CPR as required.

Supervise assigned temporary staff; schedule, train and monitor staff relative to lifeguard duties and swim instruction; review timekeeping system of assigned staff for accuracy.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Basic knowledge of principles and practices of aquatic program planning, administration, and instruction.

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Principles and techniques of first aid and CPR.

Principles of supervision and training.

Principles and practices of water and safety management.

Methods and procedures of pool maintenance and sanitation.

Practices and methods of public relations and customer service; techniques and principles of effective interpersonal communication.

Modern office equipment, methods, procedures, and computer hardware and software.

Report writing techniques.

Ability to:

On a continuous basis, know and understand operations and observe safety rules; walk long distances; swim for extended periods of time; render life saving measures; interpret policies and procedures, and explain operations and problem solve issues for the public and with staff.

Intermittently set up booths, hang banners, move tables and carry supplies; lift or carry weight of 45 pounds or less.

Understand and translate City policies and practices into everyday working practices; make sound decisions with solid problem solving methods.

Supervise, train and evaluate assigned temporary staff.

Respond to emergency situations in a calm and effective manner; administer first aid and CPR.

Learn to operate a computer as necessary to perform job duties.

Promote and enforce safety procedures including proper use of equipment.

Learn to identify problems regarding the facility and programs; refer difficult problems/irregularities for more advanced attention and recommend possible solutions.

Understand and carry out written and oral directions.

Maintain accurate and up-to-date records.

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Communicate tactfully with customers.

Work outdoors in a variety of weather conditions.

Communicate effectively and concisely, both orally and in writing.

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

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One season of experience in organized recreation program dealing with swimming pool management, lifeguarding, swimming instruction, or related activities.

Training:

Equivalent to completion of the twelfth (12th) grade.

License or Certificate

Possession of a current American Red Cross Water Safety Instructor (WSI) Certificate) or the equivalent certificate by date of appointment.

Possession of a current American Red Cross CPR/AED for the Professional Rescuer certificate by date of appointment.

Possession of a current American Red Cross Title 22 First Aid for Public Personnel certificate by date of appointment.

Possession of a current American Red Cross Administering Emergency Oxygen certificate by date of appointment.

Possession of a current American Red Cross Lifeguard Training certificate by date of appointment.

Possession of current Advanced First Aid or EMT is desirable.

07-04-09	Assistant Pool Manager
12-18-99	Assistant Pool Manager/Facilities Manager
02-15-90	Assistant Pool Manager

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02-10-88

01-14-80

04-19-77

10-30-73

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Assistant Swimming Pool Manager