



JOB DESCRIPTION

Pool Manager

Date Prepared: January 2014

SUMMARY: Under general supervision, assumes the responsibility of the operation of the City's public swimming pool by implementing various aquatic programs. Assists with ongoing training and supervision of aquatic employees and volunteers; effectively enforces pool rules and minimizes hazards; provides lifeguarding and water safety instruction, as needed; conducts ongoing maintenance and water chemical testing; and performs other related duties, as assigned.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Assists the Recreation Supervisor, Recreation Coordinator, or Program Leader in organizing, implementing, supervising, and evaluating the City's aquatic programs.
- Effectively train, schedule, supervise, and evaluate part-time and volunteer staff.
- Conduct swim lessons, lifeguarding and/or first aid procedures when necessary.
- Supervise the maintenance of equipment and supplies; minimize and/or eliminate safety hazards; investigate complaints and accidents; supervise the collection and accounting of pool admission fees.
- Provide information to the public regarding all recreation programs.
- Promote teambuilding; maintain a positive attitude; maintain effective working relationships with supervisor, fellow City employees, customers, and outside agencies.
- Operate vehicles and equipment in a safe and efficient manner; and performs related duties and responsibilities, as required.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High school diploma OR GED equivalent AND two seasons of aquatic employment in a supervisory capacity. Upon hire, must possess current certificates for courses listed below.

Knowledge of:

- Techniques and methods of swimming instruction for all age levels.
- Principles and practices of preventive lifeguarding, water rescues, first aid and CPR; and proper English usage, vocabulary, spelling, punctuation, and grammar.

Skill in:

- Providing efficient customer service and communicating clearly and objectively both verbally and in writing.
- Organizing with the ability to prioritize work and exercise independent judgment, wisdom, common sense, and initiative.
- Thoroughly carrying out oral and written instructions.
- Swimming with proficiency and endurance.
- Preventing dangerous situations; recognizing the signs of emergencies and taking appropriate action.
- Effectively training, supervising, and evaluating subordinates.
- Making recommendations on policies, procedures, and program elements based on observations and data.
- Investigating and reporting complaints and accidents.
- Maintaining accurate financial record keeping and reporting procedures.
- Working independently and delegating tasks.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public; and applying safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Possession of a valid California state driver's license.
- Must show proof of current certificates in: Lifeguard training, First Aid, and CPR/AED for the professional rescuer or youth and adult.
- All certificates may be provided by American Red Cross, YMCA, or equivalent.
- Title 22 certificate is highly desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is conducted in outdoor conditions, which may include, but are not limited to, the following: Physical demands are moderate to strenuous, consisting of the mobility to stand, stoop, reach, bend, climb, lift, pull, and swim while in swim wear. Must be able to lift up to 75 lbs. Incumbent must be able to see and hear in normal range, with or without correction. Incumbent will be exposed to direct sunlight, heat, and inclement weather conditions and high levels of noise. Incumbent must be willing to work a flexible schedule, including weekends, holidays, evenings, and split shifts.