

POOL MANAGER
PART TIME, TEMPORARY

DEFINITION

To perform a variety of duties related to the overall operations of a swimming pool facility, programs and its assigned temporary employees.

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

Plan, organize and supervise swimming activities and aquatics programs at assigned pool; ensure that swim lessons are taught to city standards.

Oversee proper sanitation and maintenance of pool water; ensure cleanliness of restrooms, dressing rooms and public areas; report maintenance conditions affecting facility operation and security.

Oversee 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 or proper authorities.

Complete written reports and records as required; organize and monitor equipment inventory of assigned facility.

Serve as Aquatics Specialist I/II/III 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 assigned staff payroll records 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:

Principles and practices of aquatic program planning, administration, and instruction.

Principles and techniques of first aid and CPR.

Principles and practices of water 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.

Principles of supervision and training.

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, 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.

Promote and enforce safety procedures including proper use of equipment.

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

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.

Communicate tactfully with customers.

Work outdoors in a variety of weather conditions.

Communicate effectively and concisely, both orally and in writing.

Ability to:

On a continuous basis, know and understand operations and observe safety rules; walk; swim with proficiency and endurance; 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.

Prevent accidents and conduct effective rescues.

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

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

Prepare reports, course records and lesson plans.

Maintain accurate and up-to-date records.

Work outdoors in a variety of weather conditions.

Understand and carry out written and oral directions.

Communicate tactfully with customers.

Communicate effectively and concisely, both orally and in writing.

Promote and enforce safety procedures including proper use of equipment.

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

Experience and Training

Aquatics Specialist I/II

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:

None

Training:

Aquatics Specialist I

Equivalent to completion of the tenth (10th) grade or fifteen (15) years of age.

Aquatics Specialist II

Equivalent to completion of the eleventh (11th) grade or seventeen (17) years of age.

License or Certificate

Aquatics Specialist I

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

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

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

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

Aquatics Specialist II

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.

Note: Minors may have preclusions or restrictions in duties assigned and licenses required pursuant to 29 CFR § 570.