

Assistant Pool Manager

Department: Parks and Recreation

Reports to: Park Manager

Position Summary:

Working under the general supervision of the Park Manager and the Pool manager,

Responsibilities include but are not limited to enforcing policies and procedures, which ensure effective operations of pool facilities including personnel management, and training. Duties involve, including first aid, rotations, public relations, janitorial duties, limited pool maintenance including daily chemical analysis/testing, pool cleaning, cleaning of bathrooms and concession stand area, swim lessons, water aerobics and all other duties as necessary or required. This employee should have excellent organizational, communication, and public relation skills. This is a working assistant management position requiring weekends and holidays.

Example of Work (essential functions)

- Participate in the maintenance of swimming pool facilities; monitor the chemical balance within the pool; replace filters and chlorine tanks; perform minor repairs; clean and vacuum the pool.
- Assist in coordinating, promoting, implementing and evaluating a variety of aquatic activities; recommend changes in program objectives, policies and procedures to assure maximum effectiveness and efficiency.
- Assist in developing and implementing plans for dealing with various types of emergency situations including assisting manager with in-service training.
- Ensure that the swimming pool facilities comply with relevant health and safety regulations; ensure that pumps and related mechanical devices are functioning properly
- Assist in coordinating staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.

- Assist in devising measures to maintain a safe environment in and around swimming pool facilities; report incidents, accidents and injuries to the Park Manager.
- Assist in the collection, verification and preparation of deposits for all revenues received.
- Requisition needed materials and supplies for swimming pool facilities.
- Secure the swimming pool facilities after hours.
- Maintain positive public relations at the swimming pool
- Inform Park manager of any needed supplies or required maintenance.
- Schedule pool events at times other than regular pool hours.
- Other duties are deemed necessary or as required.

Education and Experience: Training equivalent to high school diploma required. Two years of increasingly responsible experience as a certified lifeguard. Must have Lifeguard Training Certification, CPR & First Aid Certification. Knowledge of Pertinent Federal, State, and local laws, codes and regulations.

Skills: The ability to follow department policies and procedures and to concentrate on tasks in the presents of distractions. Be able to understand and follow instructions. This employee should have ability to provide instructions to employees, have excellent origination skills, public relations, and oral and written communication skills. This employee must be able to count money and change correctly. Worker will be trained to operate equipment properly.

Problem Solving: Problem solving is a factor in this position. The employee encounters problems answering questions and concerns for the general public and customers who may be dissatisfied with policies and procedures.

Decision Making: This employee makes decisions concerning prioritizing daily work assignments, and performing daily duties in the most effective manner.

Supervision: The Pool Manager provides supervision and job related decisions are reviewed. All pool related employee and maintenance

problems are reported to the Park Manager when the Assistance Manager is acting as Pool Manager.

Public Relations: Daily contact with the general public, co-workers, Park Manager, and other departments are expected.

Working Conditions: Manual Labor is required. Extreme weather conditions and working closely with chemical are a factor in the position.

Physical Requirements: Physical exertions to manually move, lift, carry, or push heavy object. Also includes, climbing in and out of the swimming pool, up and down ladders. Employee should have the ability to express or exchange by means of verbal and written communications as well as the ability conveys detailed or important instructions to other employees and the general public.