



**Range: Temporary/Seasonal**  
**Exempt**  
**Date: 2/20/09**

## **POOL MANAGER**

### **DEFINITION**

Seasonal employment. Responsible for assisting with management of daily pool operations, including but not limited to, supervising lifeguard staff, maintaining the facility, planning and conducting in-service training for staff, coordinating lifeguard training and performing lifeguard duties.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Recreation Coordinator or designee. Exercises direct supervision of lifeguards.

### **ESSENTIAL AND MARGINAL FUNCTION STATEMENTS – Important responsibilities and duties may include, but are not limited to, the following:**

- Supervises the aquatic facility in the absence of pool manager.
- Maintains current certification in Lifeguarding/First Aid, CPR, and Water Safety Instruction.
- Ability to perform all duties that are required of lifeguard staff.
- Handles first aid problems.
- Fills out all forms as requested by city, county and state health departments.
- Maintains staff rotation and staff breaks.
- Maintains discipline at the aquatics facility and supervises all lifeguards.
- Reports all disciplinary problems.
- Aids in the development of the staff schedule.
- Assigns responsibility to the lifeguards when the lifeguards are not in the guard chair.
- Reports any problems in staff relationships to the Recreation Coordinator.
- Assists with maintaining proper quality standards and follow written guidelines for testing water, chemical usage, storage, and safety.
- Attends and assists in planning of all required staff meetings.
- Assists in staff evaluations.
- Informs Parks and Recreation staff when supplies are needed or equipment needs repair or replaced.
- Directs the clean-up of the facility, when needed during operational hours.
- Maintains control of the posted bathing load.
- Maintains positive public relations at the facility.

- Checks all gates and doors at the closing of the facility.
- Enforces the facility rules as listed in the staff manual.
- Sets a positive example at all times for the rest of the staff to follow.
- Assists Recreation Coordinator in planning and implementing the Learn To Swim program.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, techniques and practices of preventative lifeguarding and water safety instruction.
- Organization of aquatics programming.

### **Ability to:**

- Swim proficiently, climb, reach, lift and carry.
- Learn the principles and techniques of pool sanitation and filtration.
- Instruct, assign, supervise and evaluate lifeguarding staff in performance of their duties.
- Work as a team member and respond positively to situations involving patrons and staff.
- Maintain good public relations and customer service skill.
- Maintain mental capacity, which allows for effective interaction and communication with others.
- Work afternoons, evenings, weekends, and some holidays.

### **Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities in qualifying. A typical way to obtain the knowledge and abilities would be through certifications in the following:

- Two years of responsible experience working at an aquatic facility
- Water Safety Instructor Certification – American Red Cross
- Lifeguard/First Aid Certification – American Red Cross
- CPR Certification – American Red Cross
- Possession of or ability to obtain valid Lifeguard Instructor Certificate

### **Environmental Conditions**

Indoor and outdoor recreational facilities/swimming pool; exposure to heat, cold, potentially hazardous chemicals, toxic materials, work in water, work on slippery or uneven surfaces.

### **Physicals Conditions**

Essential and other important responsibilities and duties may require maintaining physical condition necessary for moderate or light lifting, sitting, walking, or standing for prolonged periods of time; repeated bending; general dexterity.