



Range: Temporary/Seasonal
FLSA: Non-Exempt
Date: March 16, 2020

ASSISTANT POOL MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed with the job.

DEFINITION

Responsible for assisting with management of daily pool operations including, but not limited to, supervising lifeguard and aquatic staff, preparing and managing staff schedules, maintaining the facility, planning and conducting staff in-service trainings, and performing lifeguard and water safety/swim instructor duties. This position requires weekend, split shift and holiday work.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Recreation and Aquatics Supervisor and Pool Manager. Assists in supervising lifeguard and aquatic staff.

ESSENTIAL FUNCTIONS

1. Supervise the aquatic facility and operations in the absence of pool manager.
2. Ability to perform all duties that are required of lifeguard and water safety/swim instructor staff.
3. Recognize and respond when lifeguards require attention, assistance and guidance.
4. Assist pool manager in supervising lifeguard and aquatic staff and enforces staff policies and rules.
5. Ensure direct reports are properly trained in their duties.
6. Maintain discipline at the swimming pool facility.
7. Report all disciplinary problems to the Recreation and Aquatics Supervisor.
8. Assist in filling out all forms as requested by the manager, City, county and state health departments.
9. Assist in the development of the staff schedule, including assigning coverage for uncovered shifts.
10. Maintain staff rotation and staff breaks.
11. Assign tasks to lifeguards when lifeguards are not stationed in the rotation.
12. Report problems in staff relationships to the Recreation and Aquatics Supervisor.
13. Assist with maintaining proper quality standards and follow written guidelines for testing water, chemical usage, storage, and safety.
14. Assist in planning and leading of all required staff meetings and in-service trainings.
15. Assist in staff evaluations.
16. Assist in coordinating and instructing aquatic programs, including private and group swim lessons.
17. Routinely inspects grounds, deck, shower rooms, first aid room and office to maintain a safe and clean environment and direct the clean-up of the facility.
18. Contact and inform appropriate staff members, Recreation and Aquatics Supervisor, City Maintenance Supervisor or Facilities Maintenance Manager when supplies are needed, or equipment is in need of repair or replacement.
19. Assist lifeguards with organization and efficient reporting of operations including but not limited to daily deposits, attendance records, accident injury reports, class and program registration, daily shift report, opening/closing checklists and chemical logbook.

20. Maintain control of the posted bathing load.
21. Maintain positive public relations.
22. Ensure pool water testing and head counts are conducted.
23. Ensure routine opening and closing duties are performed by staff, including but not limited to daily cleaning tasks.
24. Ensure that gates and doors are secured and that the premises have been vacated at the closing of the facility.
25. Enforce the facility rules and regulations to staff and public, maintain positivity, and ensure high levels of standards are upheld.
26. Other duties as deemed necessary or as required.

QUALIFICATIONS

Knowledge of:

- Principles, techniques and practices of preventative lifeguarding, first aid, CPR/AED for the professional rescuer and water safety/swim instruction.
- Knowledgeable on key elements and strategies for planning, preparing and implementing effective and safe swim lessons.
- Knowledgeable of and able to adhere to all facility safety and emergency procedures, guidelines, and instructions, including emergency action plan, staff handbook and Safety Data Sheet use and location.

Ability to:

- Work independently.
- Demonstrate and communicate skills in swim lesson instruction.
- Learn the principles and techniques of pool sanitation and filtration.
- React calmly and effectively in emergency situations.
- Pass a preemployment physical skills evaluation and drug test.
- Swim proficiently, climb, reach, lift and carry.
- Work as a team member and respond positively to situations involving patrons and staff.
- Maintain good public relations and customer service skills.
- Work in organized team efforts and assist in problem-solving work-related issues for continuous improvement in work efforts.
- Encourage and facilitate environment for building team efforts and problem-solving of work-related issues by employees.
- Ensure necessary training and other technical support for building an environment that encourages teams and continuous improvement.

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

- Two (2) years of responsible experience working at an aquatic facility.
- Current Lifeguard, First Aid and CPR/AED for the Professional Rescuer Certifications issued by any nationally recognized organizations, such as: StarGuard Elite, American Red Cross or Ellis and Associates.
- Current Water Safety/Swim Instructor Certification issued by any nationally recognized organizations, such as: Starfish Aquatics Institute, American Red Cross or Ellis and Associates.

WORKING CONDITIONS

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 and carry and lift up to fifty

(50) pounds.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for moderate or light lifting; sitting, swimming, diving, walking or standing for prolonged periods of time; repeated bending; general manual dexterity.