



## Assistant Pool Manager/Pool Manager

### SUMMARY

Under general supervision, implements, supervises, and directs various aquatic programs; ensures the proper operations of the Town's swimming pool; ensures the safety of patrons and recreation activity participants; plans, schedules, assigns, and reviews the work of Lifeguards; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Recreation Supervisor or Recreation Coordinator. Exercises direct supervision over assigned lifeguards.

**ESSENTIAL FUNCTIONS** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Acts as site manager at the Town's pool in the absence of the Pool Manager or as otherwise assigned.
- Monitors site operations and activities at the pool on an assigned shift.
- Performs all duties of a lifeguard on assigned shifts during pool hours and at all events held at the pool; trains staff to and personally conducts swim lessons.
- Listens and responds to patrons' needs for assistance or information and provides the public with general information, in person and over the telephone.
- Assists in the supervision of the collection and accounting of pool admission fees and maintains financial record keeping and reporting procedures.
- Implements and enforces Town policies, rules, and procedures.
- Ensures the safety of facilities and equipment for public use; tests the temperature, chlorine, and PH values of the pool water; performs routine pool area maintenance as required; and ensures the cleanliness of assigned facilities, such as the pool, restroom and shower areas, and office space.
- Monitors facility use; opens, closes, and secures building for events and supervises the preparation of the facility and amenities for patron use; checks all equipment for safety, damage, or usability; completes proper documentation regarding any safety issues concerning facilities and equipment.
- Attends training sessions for and performs Cardiopulmonary Resuscitation (CPR), rescues, and minor first aid on infants, children, and adults in cases of emergency.
- Investigates complaints and accidents and immediately informs the Town Risk Manager of same.
- Assists in the encouragement of participation and good sportsmanship and issues and collects recreation equipment and supplies.

- Performs a variety of clerical or technical tasks in support of Town programs and maintains a variety of accurate logs, records, and files.
- Conducts and participates in group recreational activities.
- Performs other duties as assigned.

**Pool Manager, in addition to the above, under the direct supervision of the Recreation Supervisor:**

- Organizes, implements, supervises, and evaluates the Town's aquatic program and activities; recommends improvements and modifications; prepares various reports on aquatics operations and activities.
- Plans, organizes, assigns, supervises, and reviews the work of assigned staff.
- Trains staff in work and safety procedures and in the operation and use of recreation equipment and facilities; implements procedures and standards.
- Determines and recommends equipment, materials, and staffing needs.
- Directs on-going training and supervision of aquatic employees and volunteers.
- Supervises the collection and accounting of pool admission fees and maintains financial record keeping and reporting procedures.

**DISTINGUISHING CHARACTERISTICS**

Assistant Pool Manager: This is the assistant-level class in the Pool Manager series and performs a variety of duties assisting in recreation program implementation involving face-to-face leadership of participants in varied structured recreation and community services activities. Responsibilities include assisting in planning, organizing, supervising, and reviewing the work of assigned staff. Incumbents are expected to perform the full range of lifeguard duties required to ensure that Town recreational facilities are maintained in a safe and effective working condition and provide the highest level of safety for public use. Incumbents assume the responsibility of the operation of the swimming pool in the absence of the Pool Manager. This class is alternately staffed with Pool Manager and incumbents may advance to the higher-level class after gaining the knowledge, skills and experience that meet the qualifications for and demonstrating the ability to perform the work of the higher-level class.

Pool Manager: This is the fully experienced class in the Pool Manager series and performs a wide variety of recreation program implementation duties involving face-to-face leadership of participants in varied structured recreation and community services activities. Responsibilities include planning, organizing, supervising, and reviewing the work of assigned staff. Incumbents are expected to independently perform the full range of lifeguard duties required to ensure that Town recreational facilities are maintained in a safe and effective working condition and provide the highest level of safety for public use. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from Recreation Supervisor in that the latter has significant responsibility in program development, supervisory, and/or administrative functions.

**MINIMUM QUALIFICATIONS**

**Education, Training, and Experience Guidelines**

*An equivalent combination of training and experience that would provide the required knowledge, skills and abilities may be considered. A typical way to obtain the required qualifications would be:*

Assistant Pool Manager: Equivalent to completion of twelfth (12<sup>th</sup>) grade, and two (2) seasons of aquatics program experience for varying age groups. Must be 18 years of age or older.

Pool Manager: Equivalent to completion of twelfth (12<sup>th</sup>) grade, and three (3) seasons of aquatics program experience for varying age groups, including one season in a supervisory capacity. Must be 18 years of age or older.

### **LICENSE AND CERTIFICATION REQUIREMENTS**

- Current certification in American Red Cross Lifeguard Training; Cardiopulmonary Resuscitation Certificate (CPR) for infant, child, and adult; Standard First Aid Certificate; Water Safety Instructor Certificate desirable.
- Valid California class C driver's license with satisfactory driving record and automobile insurance.

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment, review, and the training of staff in work procedures.
- Principles and techniques of lifeguarding, Cardiopulmonary Resuscitation (CPR) methods, and first aid, including rescuer methods as defined by the American Red Cross, National Pool, and Waterpark Lifeguard Training Program (NPWLTP), or YMCA.
- Methods for keeping water and surrounding areas safe for public use; safe handling and use of chemicals.
- Applicable safety precautions and procedures related to the program area(s) and facilities to which assigned.
- Basic principles and techniques involved in teaching swimming at all levels.
- Basic arithmetic.
- Computer applications related to the work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques of dealing with individuals of various ages and from various socio-economic groups, and for effectively representing the Town in contacts with recreation facility patrons and the community.
- Techniques for providing a high level of customer service to the public and Town staff, in person and over the telephone.

### **Ability to:**

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards for assigned recreational program.
- Supervise, train, plan, organize, schedule, assign, and review the work of staff.
- Organize and implement community aquatic programs and supervise facilities operations and activities.
- Understand the organization and operation of the assigned recreation facility and of outside agencies as necessary to assume assigned responsibilities.
- Swim with proficiency and endurance.
- Maintain constant observation of patrons to identify signs of danger and take effective course of actions in rescue and resuscitation.
- Work independently while supervising facilities and user groups.
- Perform work in an efficient, effective, safe, and timely manner.
- Provide courteous assistance to facility patrons.

- Perform water chemistry tests.
- Use appropriate safety equipment when handling pool chemicals and equipment.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and/or adult and child cardiopulmonary resuscitation.
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Access, retrieve, enter, and update information using a computer terminal.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and specialized software application programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Must possess the mobility to perform work that may involve lifting children and adults, in and out of the pool up to 100 pounds or more with assistance; pull a cover over the pool surface with assistance; lift, straighten, and move pool deck furniture and equipment; and stay in water for prolonged periods of time. Must possess mobility to work in a standard office and/or recreational facility setting and use standard office and/or recreation equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator, and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in recreational activities and/or special events; and push, and pull drawers open and closed to retrieve and file information.

Employees work outdoors and may be exposed to inclement weather conditions, and hot and cold temperatures. Incumbents may be exposed to blood and body fluids rendering First Aid and CPR and are required to wear appropriate attire for the recreation activity to which they are assigned. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

May be required to work a varied schedule of hours that may include early mornings, evenings, weekends, and holidays.

*\*FLSA designations cannot be assigned to a class. An employer must show that each employee meets every requirement of the claimed exemption. The FLSA designation listed above is for general administrative guidelines.*