

ASSISTANT POOL MANAGER

DEFINITION

Under general supervision, assists the Pool Manager in day to day oversight of the aquatics programs, activities and staff.

SUPERVISION RECEIVED AND EXERCISED

This classification receives general supervision from assigned administrative and/or management staff. It is distinguished from a Lifeguard/Swim Instructor by overall supervision, staff training and program responsibilities.

CLASS CHARACTERISTICS

The Assistant Pool Manager will assist the Pool Manager with supervision and training of seasonal aquatics staff; provide a safe environment for the public and staff; perform duties and responsibilities related to the building and leading of the aquatics team; schedule and supervise staff; lead in-service skills and swim lesson instruction training; perform lifeguard duties; maintain facilities; check pool equipment; and report repair needs. Work requires independent judgment, support to higher level staff, and oversight of lower level classifications.

ESSENTIAL JOB FUNCTIONS (Illustrative Only)

- Monitor, supervise and direct the day to day activities at City aquatics facilities and the actions of staff;
- Manage pool operations in the absence of the Pool Manager;
- Assist in the preparation of written performance evaluations and assist with any disciplinary procedures;
- Maintain a high level of customer service to the public and positive relations with the staff;
- Respond to customer complaints and prepare written incident/accident reports;
- Assist in leading staff meetings and trainings;
- Professionally enforce facility rules regarding use of the pool, locker rooms and general area;
- Assist swim instructors in teaching swimming lessons as needed;
- Safeguard and rescue swimmers in danger of drowning and administer first aid and emergency care when needed;
- Prepare schedules of aquatics staff;
- Assist with general facility maintenance and cleanliness;
- Perform basic clerical duties such as taking telephone calls, creating reports, filing and preparing documents;
- Assist with collecting payment, cashiering and counting money;
- Must be able to work varied schedules, including weekends and split shifts;
- Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Lifeguarding safety policies, water hazards, lifesaving techniques and first aid;
- Aquatics instruction theory and practices, including swim lessons and children's programs;
- Supervisory methods, training and evaluation techniques;
- Municipal pool policies, regulations and procedures;
- Applicable federal, state, and local laws, rules and regulations;
- Office/administrative practices including record keeping, filing, operation of basic office equipment;
- Business math, proper English usage, and methods of report writing;
- Techniques, materials, equipment, and supplies used in the aquatics program;
- Safe work practices and regulations.

Skill In:

- Planning, scheduling, assigning, supervising and evaluating the work of staff;
- Handling emergency and disciplinary situations;
- Coordinating routine maintenance of the facilities;
- Maintaining positive public and employee relations;
- Coordinating and scheduling the aquatics programs;
- Conducting advanced level swim lessons;
- Following and enforcing safety rules;
- Understanding and following oral and written instructions;
- Communicating effectively verbally and in writing;
- Performing detailed support work accurately, independently, and against deadlines;
- Prioritizing work and handling a variety of activities simultaneously;
- Composing correspondence, reports, forms, etc., from brief instructions;
- Overseeing groups of program/facility users;
- Properly interpreting, and making recommendations in accordance with laws, regulations, and policies;
- Exercising independent judgment and using initiative within established guidelines while fulfilling responsibilities;
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be equivalent to graduation from high school, and two (2) years of experience in area related to work assigned, or two (2) seasons as a Lifeguard.

Licenses and Certifications:

Possession of a valid Class C California Driver's License and a satisfactory driving record. Must possess a current American Red Cross Lifeguard Training, First Aid and CPR for the Professional Rescuer certification by time of appointment.

Physical Demands:

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; close vision and the ability to adjust focus; and hearing and speech to communicate in person and over the telephone. Must possess the strength and stamina to perform lifeguarding duties, such as swim, tread water, and retrieve/lift heavy swimmers; stamina to sit and/or stand for long periods of time, exert moderate physical effort in maneuvering facility or aquatic equipment, typically involving some combination of running, stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling.

Working Conditions:

Incumbents are exposed to a variety of weather conditions and are required to tolerate very hot and very cold temperatures, work on uneven and/or slippery surfaces, exposed to the sun and water, and may be exposed to blood or bodily fluids while rendering first aid and CPR.

This class description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the class change.