

ASSISTANT POOL MANAGER
(PART-TIME)

DEFINITION:

Under general supervision, supervise the daily operation of a municipal swimming pool in the absence of the Pool Manager and do other related work as assigned.

ESSENTIAL JOB FUNCTIONS:

The listed tasks are essential for this position and may include, but are not limited to, the following:

Supervise other seasonal pool personnel in the absence of the Pool Manager and assist in training and scheduling of personnel; enforce established City rules, regulations, and policies for the safe utilization of the pool; assist in preparing aquatics brochure and marketing of pool programs; complete operations reports, program evaluations and evaluate personnel; keep accurate daily records of pool temperatures, chlorine, chemical levels, and other related factors; assist in developing, organizing, coordinating and implementing aquatics programs and special events that meet the needs of the community; perform rescues; give first aid, and act as a lifeguard/instructor when necessary.

QUALIFICATIONS:

Training and Experience: Requires a high school diploma or GED; and a minimum two (2) summer seasons of experience in aquatics at a municipal setting with increasing responsibilities as a lifeguard, instructor, or swim coach. Must have a valid California driver's license at the time of and during employment, and possess current American Red Cross Water Safety Instructor, Lifeguard CPR, and First Aid cards. An American Red Cross Water Safety Instructor Trainer certificate is preferred.

Knowledge, Skills and Abilities: Must have knowledge of modern principles and methods of swimming pool operations including technical knowledge of sand filtration systems, chlorinators, and heaters; state and local laws pertaining to such operations; life saving and water safety techniques. Requires the ability to supervise personnel; maintain records; prepare and give accurate reports; and maintain effective working relationships with others. Must pass initial and follow-up tests of safety and pool procedures, as well as successfully complete backboard drills and CPR reviews. Must pass other related swim tests for the position.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

While performing the duties of this job, the employee must be able to physically respond quickly to pool emergencies, administer first aid, and lift and/or move up to 50 pounds. The employee will work both indoors and outdoors, and be exposed to wet and/or humid conditions, toxic or caustic chemicals.