

POOL MANAGER  
(PART-TIME)

**DEFINITION:**

Under the supervision of the Recreation Services Manager, oversee the daily operation and maintenance of a municipal swimming pool; coordinate and develop various aquatic programs including marketing and promotion; 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:

Recruit, test, assign, train, and supervise other seasonal pool personnel, including cashier/locker room attendants; ensure that City and safety rules, regulations, and policies are followed; plan, organize, market, and implement pool programs to meet the needs of the community; prepare aquatics brochure and staff training manuals; evaluate staff and the effectiveness of the pool program; prepare daily, weekly, and monthly reports on pool programs and operations; keep accurate daily records (on money and/or receipts collected, pool temperature, chemical levels, etc.) order and maintain supplies; assist with maintaining budget; monitor equipment when necessary; rescue swimmers; administer first aid; and serve as a lifeguard/instructor. Establish and promote effective community relations.

**QUALIFICATIONS:**

**Training and Experience:** Requires a high school diploma or GED; and 3 years of progressive aquatics experience at a municipal setting as a head or senior lifeguard, assistant manager, pool manager or equivalent position. 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. Must have access to an automobile while on duty. Pool management experience and 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, chlorinates, and heaters; state and local laws pertaining to operations; and 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 a pool emergency, administer first aid, and lift and/or move up to 50 pounds.

The employee will work both indoors and outdoors and will be exposed to wet and/or humid conditions, toxic or caustic chemicals. Must be able to respond to problems or emergencies when not on duty via a City pager.