

ASSISTANT POOL MANAGER

DEFINITION

This is a part time seasonal hourly position, mainly during the summer months. The Assistant Pool Manager assumes the position of Pool Manager when the Pool Manager is not at the pool. The Assistant Pool Manager performs a variety of water safety duties including enforcement of rules and regulations, facilities sanitation and maintenance, and supervising aquatic activities including swim lessons, recreational swim, and other related activities. FLSA Status: Non-exempt.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for positions assigned to develop and help supervise pool staff. Other functions may include maintaining discipline in and around swimming pool to prevent accidents; conducting rescue operations; administering CPR and first aid; teaching classes in phases of swimming, diving, and other aquatic activities to diverse age groups; directing communication and contact with swimmers and the general public; writing reports of accidents and incidents; and may also perform other related work as necessary. Incumbents in this classification may be required to work nights and weekends depending on the recreational activities supervised.

REPORTS TO

Pool Manager and/or Recreation Supervisor or as assigned.

CLASSIFICATIONS SUPERVISED

May supervise aquatic staff members or as assigned.

ESSENTIAL FUNCTIONS

Responsible for the safety of the swimmers and enforcement of regulations for participants and employees when the Pool Manager is not working. The essential functions of the Assistant Pool Manager include setting up and implementing training for lifeguards on staff, inspecting facility for safety and maintenance, maintaining records and paper work, assisting in promotion of activities, and helping to supervise all aquatic activities and staff. May be assigned other related work as needed.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 50 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an outdoor aquatic environment during the summer months.

MINIMUM QUALIFICATIONS**Knowledge of:**

- First aid methods and procedures.
- Light custodial maintenance techniques.
- Proper pool supervision techniques, lifesaving procedures and practices, light pool maintenance, and pool water chemistry.
- Water safety instructor.

Ability to:

- Think and react clearly, quickly, and accurately in emergencies.
- Write up incident and accident forms.
- Establish and maintain cooperative relationships with those contacted during the course of work.
- Follow oral and written directions.
- Lift and carry heavy objects; run forward, backward, and laterally.
- Communicate in a clear and concise manner.
- Travel to and from work site as needed.
- Ability to observe assigned working hours.
- Ability to work any shift including days, evenings, weekends, and holidays as assigned.
- Inspect facility for safety.
- Assist in promotion of activities.
- Ability to implement training exercises.
- Ability to supervise aquatic activities and employees.
- Maintain records.
- Simple accounting procedures.

Training and Experience:

- Minimum of one year part time aquatics experience and Lifeguard training.

Education:

- Enrolled in high school or receipt of a high school diploma or recognized equivalent.

License:

- No California driver's license required.

SPECIAL REQUIREMENTS:

- Possession of valid First Aid and Cardiopulmonary Resuscitation certification (CPR).
- Possession of Water Safety Instructor (WSI).
- Candidates may be required to be fingerprinted at time of appointment.
- Must be able to provide a work permit if necessary.

Seasonal employees are classified “at will” and may be terminated at any time, with or without cause, any time prior to the end of the season.

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Rev. 06-24-13