

# Assistant Pool Manager

Dept/Div: Parks & Recreation/Aquatics

FLSA Status: Seasonal

## General Definition of Work

Performs professional duties managing the operation of the aquatics facility and the lifeguards/head lifeguards. Assists in training and scheduling lifeguards. Ensures that lifeguards are fully competent in performing water rescue procedures and coordinates in ensuring safety of patrons in and around the pools, monitors swimmers, and enforces all safety rules. Must be able to work flexible hours, weekends, and holidays.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

- Performs all lifeguard responsibilities including monitoring pool activities, applying first aid, and performing water rescues as necessary.
- Assist with the training, supervising and evaluating lifeguards/swim instructors.
- Implement staff schedules, lifeguard rotation schedule and daily assignments.
- Monitor activities, provide instructions and prevent accidents in the aquatics facility.
- Record and organize accurate records concerning attendance, accident/incident/injury reports, chlorine readings, and schedules.
- Handle routine disciplinary issues and communicate with the Recreation Coordinator and Recreation Supervisor when necessary.
- Maintain a clean, safe and orderly facility. Administer pump room procedures including chemical readings, balancing and filtration. Inspect facility regularly and report any unsafe conditions/equipment to supervisor or facilities manager immediately.
- Assist with planning, attend and participate in all mandatory staff meetings and trainings.
- Maintain open communication with guests, participants and/or participants parents, and other aquatics staff.
- Set up and clean up the facility daily.
- Oversee the operation of concessions and admissions.
- Enforce all aquatics facility rules, policies, and procedures.
- Manage and instruct swimming lessons for participants of all ages.
- Maintain a professional appearance and demeanor, including abiding to uniform requirements.
- Assume full management responsibilities of the aquatics facility in the absence of the Recreation Coordinator.
- Complete additional duties assigned by supervisors.

## Knowledge, Skills and Abilities

Extensive knowledge of water safety practices and usage of water safety equipment. Excellent customer service skills and the ability to communicate effectively, both orally and in writing; ability to establish and

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maintain effective working relationships with associates, supervisors, department heads, businesses, and the general public. Understanding of basic cash processing procedures and functional computer skills.

## Education and Experience

Must be at least 17 years of age and have at least two (2) years of previous lifeguard experience; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

## Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel and regularly requires standing, walking, sitting, climbing or balancing, stooping, kneeling, and crouching, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work occasionally requires working near moving mechanical parts, exposure to fumes or airborne particles, and exposure to toxic or caustic chemicals; work is generally in a moderately noisy location (e.g. business office, light traffic).

## Special Requirements

- Possess a current American Red Cross Lifeguard Certification.
- Posses a current American Red Cross Water Safety Instructor Certification or Lifeguard Instructor Certification.
- Successfully complete City of Gatesville cash handling test within 2 weeks of hire.
- Successfully complete City of Gatesville cyber security training within 2 weeks of hire.
- Must be able to pass a criminal background check.
- Successfully complete pre-employment drug test screening.