

## **ASSISTANT POOL MANAGER**

**GENERAL PURPOSE.** The Asst. Pool Manager is a non-exempt position under FLSA. The Assistant Pool Manager is responsible for assisting the Pool Manager with the efficient operation of the pool and will act as the manager when the manager is not present. This employee should possess an ability to get along with citizens of all ages.

### **JOB DESCRIPTION.**

#### **DUTIES & RESPONSIBILITIES.**

1. Ensures proper rules and regulations, including safety, are followed by employees and swimmers and is responsible for reporting any safety hazards to the Pool Manager, City Superintendent, or City Office immediately upon discovery.
2. Responsible for maintaining appropriate receipts and maintaining sign-in books for pass holders and daily swimmers.
3. Assists in cleaning and maintaining pool area, bathhouse, and concession area on a daily basis.
4. Oversees and assists in concession area as needed.
5. Assists in conducting swimming lessons, if required by Pool Manager.
6. Responsible for making daily deposits to the city office when Pool Manager is absent.
7. Performs other related duties as deemed necessary or as required.

**SUPERVISION RECEIVED.** The Lead Lifeguard reports direct to the Pool Manager

**SUPERVISION EXERCISED.** Exercises supervision over all lifeguards and concession workers during absence of Pool Manager.

## **II. JOB SPECIFICATIONS.**

### **KNOWLEDGE, SKILLS AND ABILITIES.**

1. Knowledge of lifesaving techniques, CPR and First Aid.
2. Knowledge of problem solving methods.
3. Skill in developing working relationships with citizens and other employees
4. Skill in oral and written communications.
5. Ability to operate department equipment.
6. Ability to make decisions independently.

### **EXPERIENCE AND TRAINING.**

1. Must be at least 18 years of age with a High school diploma or GED.
2. Some supervisory experience is preferred.
3. Experience working with different age groups is preferred.
4. Must be a certified lifeguard.

**PHYSICAL DEMANDS & WORK ENVIRONMENT.** See the essential functions

table

