



**CLASS TITLE:** Assistant Pool Manager (Seasonal)

Pay Grade 140

**ACCOUNTABLE TO:** Parks, Recreation and Cemeteries Director

**FLSA STATUS:** Non-exempt

**PRIMARY OBJECTIVE OF POSITION:** The individual in this position performs a variety of administrative and day-to-day operational duties as needed to assist and coordinate the maintenance and operations of the City's Swimming pool. Is Acting Manager in the absence of the Pool Manager. This position ensures the safe, effective and efficient utilization of the Lamar Swimming Pool. The outdoor pool is typically open from Memorial Day through Labor Day.

**General Duties:** Provides close to general supervision to Lead Lifeguard(s), Swim Instructors Lifeguard(s) and Office and Concession Pool staff.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

**MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

**Communication:** Provides program information; resolves problems; gives swim lesson instruction; adjusts improper conduct; notifies parents or relatives of an emergency situation; instructs concession and front office staff on job responsibilities; coordinates program activities including acquiring program supplies, scheduling equipment, etc.; and performs other related duties. Produces written documents such as incident and accident reports and course records. Request chemicals, supplies, and equipment for the facility.

**Manual/Physical:** Teaches swimming lessons. Performs maintenance tasks which include: moving 50-pound high-pressure hoses around the perimeter of the pool to wash the deck, scrubbing bathrooms and pool tile, sweeping floors, and cleaning windows. Inspects pool equipment including a 10 ft. ladder on three-meter board. Sets up and takes down folding chairs, tables, and various equipment for activities. Works outside in 100+ degree temperatures (June through September) for a maximum of 20- 40 minutes at a time for several times during an eight-hour day. Operates a cash register and registration program on computer. Performs swimming rescues on patrons in distress. Detects proper functioning of pool equipment and monitors verbal instructions from Lifeguards to the general public regarding pool activities. Activates the facility's Emergency Action Plan and responds appropriately to emergencies. Responds to alarms related to chlorine leaks, fire, etc. and implements appropriate emergency action plan. Secures locks on fences and buildings at closing. Inspects pool facility for proper working order and hazardous conditions. Observes and monitors patron's behavior to determine compliance with pool rules and regulations. Observes subordinate staff behavior to evaluate job performance. Monitors pool water conditions to determine compliance with health department water quality standards. Meets scheduling and attendance requirements.

**Mental:** Assists in supervising the operation of a public swimming pool, offering recreational and swimming instruction programs. Assists in recruiting, directing, assigning, supervising, and evaluating staff. Assists in developing, promoting, and supervising a



diversified aquatics program for all ages in accordance with community needs. Enforces pool rules and regulations for the safety and convenience of the public. Assists in maintenance, operation, and overall safety of the facility. Develops and gives in-service training programs for the staff, and schedules staff. Assists in assigning work to Lifeguards. Evaluates and checks the work of lifeguarding staff to ensure conformance to job standards by observing teaching methods and guarding techniques. Learns job related material primarily through past experience as a Lifeguard and acquiring Lifeguard training and Water Safety Instructor certifications which are taught through a combination of lecture and practical participation.

**PHYSICAL DEMANDS** The employee is subject to both inside and outside environmental conditions; may be subject to extreme heat: temperatures to above 100 degrees for periods of more than one hour. Subject to noise. The employee may be subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.

**SUPERVISION – RESPONSIBILITY FOR WORK OF OTHERS:** Lifeguards, concession and office staff.

**EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:** High School diploma or equivalent. Experience as a lifeguard and swimming instructor. Some experience in directing activities at swimming pools.

**LICENSE AND CERTIFICATION REQUIREMENTS:** Ability to pass performance proficiency tests based on American Red Cross Lifeguard, CPR for the Professional Rescuer and AED certification requirements. May require WSI certification during employment. Must obtain instructor certification in the following: Lifeguard Instructor and CPR/First Aid Instructor. Current Certified Pool Operator (CPO) or Aquatics Facility Operator (AFO) highly desired. Position requires submission to random drug & alcohol testing.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

**Core Competencies:** Every City staff member must possess or work to attain the following five core competencies: **Communication, Interpersonal Relations, Customer Service, Accountability and Dependability, Job Knowledge and Supervision and Performance Management** (only if applicable to the position).

**Knowledge of:** the operation and maintenance of swimming pools; the health and safety standards and practices, which relate to the operation of public pools; the principles, practices, and application of lifesaving and first aid techniques; the principles and practices of supervision; and recordkeeping methods and procedures.

**Ability to:** schedule periods of instruction and recreational swimming; act quickly and calmly in emergencies; work effectively with staff; and work effectively and courteously with pool patrons and the general public.

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*Notice Regarding Medical and/or Recreational Marijuana Use: Because the possession and use of marijuana whether for medical use or otherwise, constitutes a federal offense*



*and because the City of Lamar is a drug free workplace, the City will not accommodate the medical use of marijuana and enforces written policy prohibiting the use of marijuana. The fact that state law recognizes medical marijuana as a prescribed or otherwise permitted, medication does not alter or otherwise change the policy.*

**THE CITY OF LAMAR PROVIDES EQUAL EMPLOYMENT OPPORTUNITIES TO ALL EMPLOYEES AND APPLICANTS FOR EMPLOYMENT AND PROHIBITS DISCRIMINATION AND HARASSMENT OF ANY TYPE WITHOUT REGARD TO RACE, COLOR, RELIGION, AGE, SEX, NATIONAL ORIGIN, DISABILITY STATUS, GENETICS, PROTECTED VETERAN STATUS, SEXUAL ORIENTATION, GENDER IDENTITY OR EXPRESSION, OR ANY OTHER CHARACTERISTIC PROTECTED BY FEDERAL, STATE OR LOCAL LAWS.**

**THIS POLICY APPLIES TO ALL TERMS AND CONDITIONS OF EMPLOYMENT, INCLUDING RECRUITING, HIRING, PLACEMENT, PROMOTION, TERMINATION, LAYOFF, RECALL, TRANSFER, LEAVES OF ABSENCE, COMPENSATION AND TRAINING.**