

POOL MANAGER

PURPOSE

Organizes, leads, supervises and performs all aquatic activities as related to the management and operation of the City of Dixon swimming pool. Performs regular lifeguard duties, organizes and instructs swim classes. Performs related and other work as required.

WORKING CONDITIONS

Work is generally performed at the City of Dixon swimming pool; either in the pool office, on the pool deck, or in the pool water. Includes weekend, holiday, and evening work. Pressures may be generated due to the responsibilities of life-guarding; and to being in charge of an aquatic operation which attracts large numbers of participants.

PHYSICAL DEMANDS

Work may involve tasks requiring strength and stamina to sit, stand and walk for extended periods of time; walk on uneven and slippery surfaces; lift and carry up to 50 lbs.; bending, squatting, climbing, kneeling, and twisting; work is primarily outside with exposure to heat, sunburn, weather, odors, dust and pollen; occasional exposure to chemicals, and skin irritants; the ability to see well enough to identify swimmers and observe behavior; ability to hear well enough to distinguish the sound of someone calling for help in a noisy outdoor environment; ability to speak well enough to be understood in a noisy environment.

DISTINGUISHING CHARACTERISTICS

The Pool Manager has responsible charge of all aquatics activities. Responsible for scheduling, training and evaluating subordinate employees; as well as resolving complaints and maintaining good public relations. The work requires a considerable degree of independent judgment, initiative and tact.

ESSENTIAL JOB FUNCTIONS - Duties may include, but are not limited to, the following:

In charge of the daily operation of the swimming pool.

Schedules, assigns, trains, supervises, and evaluates paid and volunteer staff.

Leads in-service staff training program.

Organizes and coordinates all aquatic programs such as swim lesson registration, recreation swimming, swim lessons, and adult lap swim.

Leads and performs aquatics activities such as swim instruction, life-guarding and cashiering. Maintain pool records and prepare reports and memos regarding pool activities as needed.

Instruct all levels of American Red Cross swim lessons and completes record sheets and certificates.

Maintains good public relations.

Keeps Parks and Building Supervisor aware of maintenance conditions and supply needs.

Makes every reasonable effort to continually improve the manner in which the job is performed and increase the quality of service to the public.

OTHER JOB FUNCTIONS - Duties may include, but not are not limited to, the following:

Promotes aquatics programs through use of news releases, flyers, and posters.

DESIRABLE QUALIFICATIONS

Knowledge and Abilities:

Working knowledge of instructional aquatics activities; of swimming pool operations and maintenance; of related safety practices; of principles of supervision and training; of the principles and techniques of first aid, water safety, cardiopulmonary resuscitation (CPR) and Automated External Defibrillator (AED). Ability to effectively lead, schedule, and coordinate assigned activities; to administer first aid and CPR; to personally and skillfully perform such work whenever necessary; to work effectively without direct supervision; to understand and carry out oral and written instructions; and to establish and maintain cooperative and effective relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Education:

Completion of the twelfth grade or the equivalent.

Experience:

Two years experience at a swimming pool as an instructor and lifeguard. Experience in pool management and supervising employees is desirable.

OTHER REQUIREMENTS

License or Certification:

Pool Manager must have current American Red Cross certificates in the following:

- Lifeguard Training/First Aid
- CPR-AED for Lifeguarding
- First Aid for the Public Safety Personnel (Title 22)

Possession of a Water Safety Instructor (WSI) certificate is highly desirable.

Employees in this classification may be subject to alcohol and drug testing. Adhering to the City's Drug and Alcohol Policy is a condition of employment.