

POOL ASSISTANT MANAGER

City of Washington

Pool Department

POSITION SUMMARY

Under the supervision of the Pool Manager and the City Administrator, and is non-exempt under FLSA. This position provides day to day supervision of the City's swimming pool, pool personnel, and patrons in the absence of the Pool Manager. Responsible for the operation of all equipment at the pool and maintenance of chemical balance of the water in the pool in the absence of the Pool Manager.

ESSENTIAL FUNCTIONS

- Fulfill the duties of the Pool Manager in his/her absence;
- Ensure safety of all pool patrons;
- Watch for possible danger and be prepared to react to an emergency at all times;
- Work concessions and admissions;
- Be familiar with and maintain every piece of rescue equipment on site;
- Must know and understand emergency action plan and lifesaving techniques;
- Enforce all pool rules/regulations;
- Clean pool, pool house and public bathrooms;
- Fill out all paperwork;
- Assist with closing pool and moving all patrons to safe location in the event of inclement weather;
- Ability to check chemical balance and assist with maintaining correct chemical balances;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Report any signs of vandalism;
- Performs grounds keeping duties;
- Assists other departments as needed;
- Performs other duties as deemed necessary or assigned.

QuickView	
<u>FLSA:</u>	NON-EXEMPT
<u>ADA:</u>	APPLICABLE
<u>FMLA:</u>	NON-ELIGIBLE
<u>OSHA:</u>	BLOODBORNE PATHOGENS
<u>WORKING CONDITIONS:</u>	HAZARDOUS CHEMICALS ADVERSE WEATHER MANUAL LABOR

POOL ASSISTANT MANAGER POSITION REQUIREMENTS

Experience: No experience is required. Employee is expected to have acquired the necessary information and skills to perform the job within one month of employment.

Education: A current Lifesaving/First Aid and CPR certification. CPR must be renewed annually. All certifications must be completed and on file at City Hall prior to beginning employment.

Technical Skills: A working knowledge of rescue equipment, cleaning procedures, emergency procedures and water testing is required. The ability to count change is required.

Problem Solving: Some independent problem solving is involved in this position. The employee encounters problems with equipment, water chemical levels, patron concerns, and personnel issues.

Decision-Making: Some independent decision making is involved in this position. This employee makes decision about resolving citizen concerns and performing daily duties in the safest and most efficient manner.

Supervision: This employee works with frequent supervision from the Pool Manager and City Administrator. This employee does exercise some supervisory responsibilities over subordinate personnel.

Financial Accountability: This employee is responsible for department resources and equipment. This employee is also responsible for the collection and accounting of daily receipts from admissions and concessions at the pool and submitting them to City Hall for recording and depositing in the absence of the Pool Manager.

Personal Relations: Daily frequent contact with the general public, co-workers, and supervisory personnel is expected. Employee is expected to be professional and courteous at all times.

Working Conditions: This employee works in an outdoor environment, and may be exposed to all weather conditions.

Physical Requirements: This position required frequently being wet and sitting for periods in the outdoors and subject to both hot and cool temperatures. The position requires the physical ability to enter the water quickly and provide rescue services to patrons of the pool.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

THIS JOB DESCRIPTION LAST UPDATED IN DECEMBER, 2010