

POOL MANAGER

DEFINITION

Under general supervision, performs a variety of duties related to the overall operations of a swimming pool facility, programs, and its assigned temporary employees.

SUPERVISION RECEIVED

Works under the direction of the Recreation Supervisor and management staff.

EXAMPLES OF DUTIES

Duties include, but are not limited to the following:

- Plan, organize and supervise swimming activities and aquatics programs at assigned pool and ensure that lessons are taught to City standards.
- Assist in program registration and evaluation.
- Supervise assigned temporary staff, schedule, train and monitor staff relative to lifeguard.
- Complete staff schedule for all recreation swim, swim lessons, and other events.
- Oversee the safe and proper operation of assigned pool; ensure pool rules and safety guidelines are followed; maintain order with disruptive patrons and exercise crowd control where warranted; and refer escalated issues to assigned supervisor or proper authorities.
- Assist in planning and conducting weekly staff meetings and/or trainings.
- Evaluate all daily operations of pool facility, including a daily test of the chlorine levels, pH, and pool temperature, ensure cleanliness of restrooms, dressing rooms and public areas; report maintenance conditions affecting facility operation and security.
- Promote and enforce water safety procedures; effect swimming rescues; render first aid and CPR as required.
- Oversee the completion and collection of all paperwork on daily and emergency basis (this includes timesheets).
- Implement daily and monthly facility safety checks.
- Meet with the Recreation Supervisor on a weekly basis to report on pool operations, problems, concerns, and recommendations.
- Maintain smooth operation of swim lessons, rentals and other programs that take place in the facility.
- Assist in evaluating staff and making recommendations for the re-hire process.
- May act as a pool lifeguard or swim instructor as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of aquatic program planning, administration, and instruction.
- Principles of supervision and training.
- Modern office equipment, methods, procedures and computer hardware and software.

- Approved lifesaving and safety methods and procedures necessary to ensure public safety in and around a pool facility.
- Swimming and rescue techniques.
- Report writing techniques.

Ability to:

- Understand and translate City policies and practices into everyday working practices; make sound decisions with solid problem-solving methods.
- Supervise, train, and evaluate assigned temporary staff.
- Respond to emergency situations in a calm and effective manner.
- Learn to identify problems regarding the facility and programs; refer difficult problems/irregularities.
- Swim skillfully, rescue submerged victims and safely remove them from pool.
- Immediately evaluate emergency situations and respond decisively and effectively.
- Promote and enforce safety procedures including proper use of equipment.
- Administer first aid and artificial respiration according to prescribed methods.
- Communicate clearly and effectively both verbally and in writing.
- Follow written and oral directions.
- Establish and maintain positive working relationships with those contacted in the course of work, including children.

Training and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way of gaining such knowledge and abilities would be:

Training: Equivalent to completion of the twelfth grade.

Experience: At least two full seasons of lifeguard or swim instructor experience, including one season of experience as a Head Lifeguard with the City of Healdsburg.

Licenses and Certificates

Must possess a current and valid Red Cross Lifeguard Training Certificate and Water Safety Instructor certificate.

CPR-FPR certification is required.

Lifeguard Training Instructor certificate is highly desirable.

Working Conditions and Physical Demands

Incumbents must be willing to work a flexible schedule, depending on program needs, including working evenings, weekends, and holidays. Must be willing to work out of doors in varied weather. Position requires sitting, standing, walking on level and slippery surfaces, walk over wet and/or slippery ground at pools. The position also requires both near and far vision and/or hearing when inspecting and overseeing programs. Work may require the need to lift, carry, and push tools, equipment, and supplies weighing up to 50 pounds. Some of these requirements may be accommodated for otherwise qualified individuals who require and request such accommodation.