



## POOL MANAGER

### DEFINITION

Under the direction of an assigned supervisor/coordinator, the Pool Manager is responsible for supervising and directing the aquatics program and staff, and implementing and coordinating specific aquatic programs, including meeting the program objectives. This is an at-will, intermittent, part-time, hourly position without City-paid benefits. Some evening and weekend work may be required.

### EXAMPLES OF DUTIES

Create, plan and coordinate all daily activities and special events of assigned pool.

Assign and schedule pool staff.

Perform lifesaving practices and standards according to accepted industry standards.

Train and supervise staff and volunteers on assigned duties.

Meet program goals and objectives, collect and maintain relevant statistical records and data.

Accurately and timely complete pertinent record keeping, reports, testing and program paperwork according to established guidelines.

Perform daily pool opening and closing activities according to established guidelines.

Act in capacity of pool lifeguard.

Responsible for maintaining on-site security and safety of participants, staff, and others in the pool area, preparation and maintenance of incident records.

Enforce City and program rules and guidelines and conduct necessary discipline of staff and volunteers.

Train the Assistant Pool Manager to function as manager in the absence of the Pool Manager.

Maintain a safe and clean swimming pool environment.

Maintain personal fitness sufficient to perform the required duties.

Conduct and attend pertinent staff meetings as required during the season.

Perform other program-related duties as assigned.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

### MINIMUM QUALIFICATIONS

Must be at least 18 years of age.

Possess valid certificates in Lifeguard Training, Water Safety Instruction, Title 22, CPR for the Professional Rescuer, and Standard First Aid.

### TRAINING AND EXPERIENCE

Two years experience as a swim instructor/lifeguard at a public swimming facility; with one year at an Assistant Pool Manager level preferred.

Demonstrate required swimming skills that meet the American Red Cross guidelines for aquatics program personnel.

Prior experience working with age-appropriate groups.

Familiar with modern office methods, procedures and equipment.

### SPECIAL REQUIREMENTS

A valid California Driver's License and proof of auto insurance.

#### Ability to:

Work a flexible work schedule, which may include evening, weekdays, weekends and holidays.

Communicate clearly and concisely, both orally and in writing.

Learn pertinent City rules, policies, ordinances and program requirements.

Maintain timely and accurate reports pertinent to the aquatics program.

Learn basic pool chemistry.

Understand and carry out oral and written directions.

Establish and maintain effective working relationships with those contacted during the course of work.

### PHYSICAL DEMANDS AND WORK ENVIRONMENT

The functions of this job are performed in an environment that will cause exposure to light chemical substances such as chlorine. All work activities are performed in a public swimming facility. One may be required to rescue swimmers in distress and/or demonstrate beginning through advanced swim strokes. All will be regularly required to communicate with participants.

#### Physical Requirements:

Ability to see and hear.

Ability to sit, stand, stoop & bend, and walk about.

CITY OF CERES  
Pool Manager

Physical Requirements (cont.):

Ability to perform a water rescue if necessary.

Possess an audible voice for communication.

Ability to lift objects up to 50 pounds.

The qualification requirements listed above are representative of the knowledge, skill, and/or ability required to perform the essential functions of the job. Physical demands and work environment characteristics are representative of those an employee encounters while performing the essential functions of the job.

Department: Parks, Recreation & Facilities

Bargaining Unit: None FLSA: Non-Exempt

Approval: Appointing Authority

Effective Date: Revision History: 12/02