

POSITION TITLE: Pool Assistant Manager

SALARY: \$10.00-\$12.00 per hr

REPORTS TO: Recreation Supervisor, Parks & Recreation

BASIC FUNCTION:

The incumbent, under the general direction of the Parks & Recreation Supervisor, is responsible for development and maintenance of the efficiency, attitude, appearance and morale of the pool staff. Supervision of the aquatics facility and staff during general activities of facility. Some facility maintenance, and chemical handling required.

TYPICAL DUTIES:

1. Plan, implement, and monitor all approved aquatics programs.
2. Exercise supervisory authority over staff assigned to the Aquatics Division, make effective recommendations to the Department Supervisor regarding recruitment, employee discipline, status changes, and dismissals. Conduct timely performance evaluations on all aquatic staff.
3. Maintain accurate records reflecting chemical check
4. Assure maintenance and operations are performed according to acceptable standards, and monitor all safety and sanitary conditions.
5. Assure that aquatic facility and equipment is maintained at an acceptable level.
6. Perform lifeguard/instructor duties when needed.
7. Recommend changes and additions to Aquatic Center facility and programs.

MINIMUM QUALIFICATIONS:

1. High school diploma or equivalent. Three years of progressively responsible experience in a commercial/ municipal aquatics facility operation with one year as a lifeguard/water safety instructor and one year of previous supervisory experience.
2. Must possess a current American Red Cross Lifeguard Training Certificate, Standard First Aid, and CPR-PR certification or equivalent training/certification as recognized by the State of Oregon or Red Cross. Current Water Safety Instructor certification required. CPO preferred.
3. Demonstrated knowledge of health code regulations.
4. Knowledge of basic pool operations including water testing, chemical adjustment, pool cleaning, and filter operation.
5. Demonstrated ability to communicate clearly verbally and in written communications, and possess basic word processing and spreadsheet skills utilizing a personal computer.
6. Ability to deal tactfully and courteously with the general public, civic organizations, program participants, staff members, and other governmental agencies.
7. Must have and be able to maintain a valid driver's license.
8. This position requires a criminal background investigation.

RESPONSIBILITIES:

Oversee lifeguard surveillance along with patron customer service needs. Hourly chemical and facility checks.

WORK ENVIRONMENT AND PHYSICAL EFFORT:

A recreation facility where conditions are pleasant; good, clean conditions with minor accident probability; requires short periods of moderate lifting, pushing or pulling (25-50 lbs). May have to spend a considerable amount of time in or around treated pool water with significant exposure to outside elements, including temperature extremes.