

**CITY OF LINCOLN**  
**ASSISTANT POOL MANAGER**  
(Seasonal-Temporary)

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION:**

Under direction, assists in the overall operations of a swimming pool facility, and its assigned temporary employees; assists in the planning, organizing, coordination, development, implementation, promotion, and evaluation of aquatic activities and programs for all ages.

**DISTINGUISHING CHARACTERISTICS:**

The **Assistant Pool Manager** is the working lead class responsible for assisting with the daily operations of the pool and aquatics program. This class is distinguished from the next higher classification of Pool Manager in that the latter has overall responsibility for the pool operations, programs, and staff.

**SUPERVISION RECEIVED/EXERCISED:**

Receives direction from the Pool Manager. Exercises indirect supervision over temporary and seasonal aquatics personnel; may exercise direct supervision in the Pool Manager's absence.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Assist in monitoring and supervision of the day-to-day operations of the aquatics program, which includes direction to lifeguards/instructors; enforce and explain pool regulations and policies; administer first aid and perform emergency rescues.
- Maintain proper health specifications, in restroom and locker areas and take all safety precautions.
- Manage the daily opening and closing of the facility.
- Assist in the oversight of proper sanitation and maintenance of pool water; ensure cleanliness of restrooms, dressing rooms, and public areas; report maintenance conditions affecting facility operation and security.
- Assist in the oversight of the safe and proper operations 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.
- Exercise lead/indirect supervision over all assigned staff including temporary and seasonal staff, independent contract instructors, and volunteers. Exercise direct supervision in the Pool Manager's absence.
- Participate in the recruitment and hiring of temporary, part-time, or seasonal aquatics staff as required.

- Promote and enforce water safety procedures; effect swimming rescues; render first aid and CPR as required; ensure the safety of pool users and enforce all user rules and policies of the department.
- Complete, review, and file accident and incident reports; assist with follow-up related to reports; purchase, check, and maintain first aid equipment; perform daily safety checks and inspections of the facility and all equipment.
- Assist with employee schedules; complete reports on chemical tests; assist with the training of lifeguards and other aquatics staff; verify and check aquatics staff timecards; submit timecards to Pool Manager for approval; coordinate and facilitate staff meetings; assist with special events.
- Work with maintenance staff to ensure that pool facility maintenance procedures are followed.
- Keep the pool, pool deck, and auxiliary buildings/areas clean and free of litter and debris.
- Act as the Pool Manager in her/his absence.
- Perform related duties as assigned.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, stooping, squatting, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when reading correspondence, statistical data and using a computer. The need to lift, drag and push files, paper and equipment weighing 25 pounds or more is also required. The incumbent may use cleaning chemicals, or pool chemicals, which may expose the employee to fumes, dust and air contaminants. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold and is required to swim.

**QUALIFICATIONS:** The following are minimal qualifications necessary for entry into the classification.

**Education and/or Experience:**

One year of increasingly responsible experience in a municipal aquatics facility. Two years of college level courses in recreation, physical education, or a related field.

**License Requirement:**

Possession of a valid California Class C Driver License is required at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

**Certificate Requirements:**

- CPR for Professional Rescuer Instructor (or equivalent).
- First Aid Instructor (Title 22).
- Water Safety Instructor (or equivalent).
- Red Cross Lifeguard Training or current acceptable certification in life guarding.
- A recognized water safety certificate issued by the YMCA, YWCA, or other recognized certifier organization.

- Lifeguard Training Instructor certification is required before completion of probation.

**Desirable Certifications:**

- Certified Pool Operator is desirable.

**Other Requirements:**

Some positions may require evening, weekend, or other shift work.

**KNOWLEDGE, SKILLS AND ABILITIES:** *(The following are a representative sample of the KSAs necessary to perform essential duties of the position.)*

**Knowledge of:**

Modern principles and practices of aquatics programs; facilities, operations, and techniques used in aquatics programs; routine swimming pool maintenance, chlorinators, heaters, and other equipment used in a pool facility; current techniques in swim lesson instruction; basic pool chemistry, including chemicals used to disinfect water and maintain proper PH in a public pool; practices and principles of first aid and CPR lifesaving safety measures at a public pool; health and safety codes applicable to the operation of a public pool; principles and practices of customer service; modern office equipment, methods, and procedures; computer hardware and software; proper English, spelling, and grammar.

**Ability to:**

Supervise and instruct individuals and groups in various aquatic and related recreational activities; plan and lead the work of volunteers, seasonal/part-time staff; establish and maintain effective working relationships with those contacted in the course of work; interpret community demand for aquatic programs; successfully resolve a variety of customer service related matters; respond to emergency situations in a calm and effective manner; administer first aid and CPR; work outdoors in a variety of weather conditions.

**FLSA:** Nonexempt  
**Employee Group:** Seasonal/Temporary