

CITY OF LINCOLN
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 general supervision, performs a variety management and supervisory duties related to the overall operations of a swimming pool/aquatics facility, and its assigned temporary employees; plans, organizes, coordinates, develops, implements, promotes, and evaluates aquatic activities and programs for all ages.

DISTINGUISHING CHARACTERISTICS:

The **Pool Manager** is responsible for independently managing the full range of responsibilities related to a city pool and its aquatic programs. The Assistant Pool Manager reports to the Pool Manager, assists in the various responsibilities related to pool and aquatics program management, and acts as the Pool Manager in the Manager's absence.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from a higher-level management/supervisory position. Exercises direct and indirect supervision over assigned temporary and seasonal aquatics personnel.

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

- Plan, organize and supervise swimming activities and aquatics programs at assigned pool; ensure that swim lessons are taught to City standards.
- Oversee proper sanitation and maintenance of pool water; ensure cleanliness of restrooms, dressing rooms and public areas; report maintenance conditions affecting facility operation and security.
- Oversee the safe and proper operation of assigned City 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 the development and implementation of goals, objectives, policies, and promotions for the City's aquatic programs.
- Exercise direct and indirect supervision over all assigned staff including temporary and seasonal staff, independent contract instructors and volunteers, and other assigned staff.
- Assist Human Resources staff in recruiting temporary, part-time, or seasonal aquatics staff as required.
- Complete written reports and records as required; organize and monitor equipment inventory of

assigned facility.

- 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.
- Supervise assigned temporary staff; schedule, train and monitor staff relative to lifeguard duties and swim instruction; review assigned staff payroll records for accuracy.
- 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.
- Work with maintenance staff to develop pool facility maintenance procedures and train staff regarding the procedures.
- Keep the pool, pool deck, and auxiliary buildings/areas clean and free of litter and debris.
- 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:

Two years of increasingly responsible experience performing aquatics program supervision, including management of a public pool and supervision of staff. 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 (or equivalent).
- First Aid for Public Safety Personnel (Title 22).
- Water Safety Instructor (or equivalent).
- Red Cross Lifeguard Training or acceptable current 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 KSA's necessary to perform essential duties of the position.)*

Knowledge of:

Philosophy, principles, and practices of public aquatic and related recreation programs; pool activities suitable for children, adults, disabled, and senior citizens; routine swimming pool maintenance, chlorinators, heaters, and other equipment used in a pool facility; 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; practices of training and supervision; principles and practices of customer service; modern office equipment, methods, procedures; computer hardware and software; report writing techniques.

Ability to:

Supervise a variety of aquatic programs; communicate clearly and concisely, both orally and in writing; supervise and instruct individuals and groups in aquatic and related recreation activities; 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