

POSITION DESCRIPTION

Class Title: Seasonal Pool Assistant Manager
Department: Aquatics
Date: March 12, 2024

Job Code Number:
Grade Number:

GENERAL PURPOSE

Performs responsible professional work in assisting the Summer Aquatic Pool Manager to organize and managing a well-rounded aquatics facility; assist with scheduling aquatic staff; and assist with managing our aquatic facility inclusive of maintenance as well as operation.

SUPERVISION RECEIVED:

Works under the immediate supervision of the Pool Manager or Community Service Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to, the following:

- Regular and timely attendance at work is essential. Able to work; days; evenings, weekends, and holidays as needed.
- Assist with training, supervision and disciplining of pool managers and lifeguards at Wave Pool, Northwest, Fairmont and San Jacinto Pools.
- Creates and maintains Lifeguard and Head Guard schedules, collects timesheets and enter time for aquatic employees.
- Assists with lifeguard and head guard in-service training at various pools.
- Ensure patrons compliance with safety standards set by the Parks and Recreation Department and the American Red Cross.
- Ensure the swimming pool is effectively supervised and secured by lifeguards.
- Opens and closes facility for special events.
- Performs a variety of miscellaneous duties, such as but not limited to, answering phones, running errands, picking up supplies when needed for activities, conducting classes, collecting fees, and helping set up for classes.
- Completes daily and monthly reports; maintains related records and statistics for various aquatics programs.
- Handles money and operates cash register. Handles customer questions, comments, complaints, concerns and compliments.
- Assists in the maintenance of the swimming pool.
- Monitors and maintains pool filtration system.
- Perform related duties as assigned

PERIPHERAL DUTIES

None

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Possession of a valid Texas Driver's License.

- High School Diploma or equivalent required.
- One (1) to three (3) months related experience and/or training; or equivalent combination
- First Aid Training and CPR Certificate required.
- American Red Cross Lifeguard Certification or ability to obtain in 30 days or less upon hire.
- Previous swimming pool managerial, coaching, or teaching experience, preferred.

Necessary knowledge, Skills, and Abilities:

- Ability to maintain regular and predictable attendance.
- Lazy River and Conventional Pool operations from a standpoint of safety, staffing and mechanical procedures.
- Modern office practices, procedures and equipment, including revenue collection.
- Knowledge of the principles and practices of supervision and personnel evaluation.
- Coordinate, organize and implement aquatic recreation and leisure time activities and specialized events.
- Hire, train, supervise, and evaluate subordinate staff and volunteers.
- Identify methods to maximize service effectiveness and efficiency.
- Communicate clearly and concisely, both orally and in writing.
- Work outdoors and maintain good physical condition.

SPECIAL REQUIREMENTS

- Required to work mornings, afternoons, evenings, weekends, and holidays.
- Required to perform and pass swimming and abilities test for lifeguard.
- Must be able to attend mandatory meetings and in-service training.
- Must be able to work on-call schedule as necessary.
- Must pass a pre-employment drug screen.

TOOLS AND EQUIPMENT USED

- Safety equipment
- Calculator or cash register
- Telephone

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

For indefinite periods of time - mobility within an office and field environment. Exposure to chemicals, fumes/odors, and mechanical hazards.

Exposure to extreme heat and noise, and constant noise. Writing; walking; typing; twisting body; stooping; standing; squatting; sitting; seeing; running; pushing, pulling, lifting, and carrying up to 50 pounds. Kneeling; crawling; climbing; cleaning; reading; decision making; reaching above shoulder level; using both hands for simple and firm grasping.

Ability to hear clearly. Ability to communicate clearly and effectively, in person, by two-way radio, and by telephone. Good dexterity for operation of personal computer, credit card machine, and calculator.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The majority of work is performed outdoors and is subject to extreme heat and sun. Work performed is subject to chemical hazards. Work may be subject to time pressures, emergency situations, frequent changes to tasks, working closely with others as part of a team, working alone 50% or more of the time, performing multiple tasks simultaneously, and dealing with difficult customers.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____

Approval: _____

Effective Date: _____

Revision History: _____