

JOB DESCRIPTION

City of Patterson



Human Resources

POOL MANAGER

JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under the supervision of the Recreation and Community Services Director and the Recreation Coordinator, the Pool Manager will be responsible for the operations of the pool. The managers will be expected to schedule Lifeguards to work as well as oversee the Lifeguards. The Pool Managers are to teach the Lifeguards of pool policies and to assist any Lifeguard in decisions made at the pool. The manager must also be able to resolve confrontations from citizens if not to direct them to the next person in the chain of command.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Recreation and Community Services Director and Recreation Coordinator.

This position will exercise supervisory functions over Lifeguards and Senior Guards.

ESSENTIAL DUTIES

Essential and other important responsibilities may include, but are not limited to, the following:

Manage all users of the Patterson Aquatics Facility including swim lessons, recreation swim and night activities.

Maintain the office, phones, correspondence with the public and respond to all inquiries, be generally available to answer and refer patrons to resources within the Community.

Implement programs including: swim lessons, recreation swim, pool rules and any other program.

Make sure guards are updated on all relevant information.

Must assist during in service trainings to train guards.

Actively participate in meetings with Coordinators to keep everyone up to date on programming, lifeguard status, or anything else that needs to be discussed.

Other duties as assigned.

MIMIMUM QUALIFICATIONS

Knowledge of: Aquatics. Exceptional organizational and communication skills.

Ability to: Develop and maintain effective working relationships with other staff, volunteers and customers.

Education: High School Diploma or GED equivalent.

EXPERIENCE AND CERTIFICATION(S)

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three (3) or more years aquatics experience. Experience working with people in a customer service environment.

License or Certificate:

Lifeguard, First Aid, CPR for the professional rescuer.

WSI certifications.

NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older.

Must possess a valid Class C drivers license

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check, and reference check.

Must be able to provide proof us U.S. citizenship or legal right to work in the United States.

Ability to speak Spanish is desirable.

WORK SCHEDULE

Seasonal up to 28+ hours a week. Hours may vary.

WORK LOCATION(S)

Job will be located at the Patterson Aquatics Center, 1025 W. Las Palmas Avenue.

PHYSICAL REQUIREMENTS

Must be able to swim 500 yards (20 laps) nonstop as well as bring a 10 lb brick to the surface from 12 feet deep.