



POOL MANAGER

Part-Time Temporary

Definition:

Under the supervision of the Fitness Center Supervisor, assists in planning, organizing, staffing, training, and monitoring the public swimming pool. Prepares requisitions and/or work orders for supplies, repairs and maintenance requirements. Investigates complaints and accidents, supervises the collection and accounting of swimming pool admission fees, maintains pool area and equipment and does related work as required.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Supervise the operation of the public swimming pool.
2. Establish and maintain effective staff ratios and schedules.
3. Maintains a constant watch over patrons.
4. Performs lifesaving techniques as needed.
5. Enforces and follows all rules, regulations, and policies of the City of Duarte.
6. Renders basic life support when necessary.
7. Completes required reports and forms.
8. Assumes assigned maintenance duties.
9. Conducts swim classes.
10. Performs other related duties as required.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Principals and practices of water safety, rescue methods, lifesaving techniques, and first aid as applied to accidents in the water and surrounding pool areas.
- Techniques and methods of swimming instruction for all age groups.
- Appropriate safety precautions and procedures.
- Functions, policies, and procedures of relevant departments and/or operations.
- English usage, spelling, grammar, and punctuation.

Skill and Ability to:

- Understand and follow direction, oral and written.
- Interpret and apply department policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with the public and all levels of staff and management.
- Work independently, without direct supervision.
- Cooperatively work with fellow employees, children, and the public

Training and Experience:

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities could be considered qualifying.

Licenses and Certificates:

Must possess at the time of appointment the following current certifications: American Red Cross Lifeguard Training r.94, Community First Aid and Safety, CPR Professional Rescuer, and W.S.I. (Water Safety Instructor).

Physical Requirements and Working Conditions:

- Requires both near and far vision (which may be corrected).
- Requires the mobility to stand, stoop, reach and bend.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Requires the ability to stand for long periods.
- Requires the ability to walk long distances.
- Performs work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 75 pounds.
- Subject to outside environmental conditions.
- May be required to work evenings, weekends, and holidays.