

ASSISTANT POOL MANAGER

GENERAL PURPOSE. The Asst. Pool Manager is a non-exempt position under FLSA. The Assistant Pool Manager is responsible for assisting the Pool Manager with the efficient operation of the pool and will act as the manager when the manager is not present. This employee should possess an ability to get along with citizens of all ages.

JOB DESCRIPTION.

DUTIES & RESPONSIBILITIES.

1. Ensures proper rules and regulations, including safety, are followed by employees and swimmers and is responsible for reporting any safety hazards to the Pool Manager, City Superintendent, or City Office immediately upon discovery.
2. Responsible for maintaining appropriate receipts and maintaining sign-in books for pass holders and daily swimmers.
3. Assists in cleaning and maintaining pool area, bathhouse, and concession area on a daily basis.
4. Oversees and assists in concession area as needed.
5. Assists in conducting swimming lessons, if required by Pool Manager.
6. Responsible for making daily deposits to the city office when Pool Manager is absent.
7. Performs other related duties as deemed necessary or as required.

SUPERVISION RECEIVED. The Lead Lifeguard reports direct to the Pool Manager

SUPERVISION EXERCISED. Exercises supervision over all lifeguards and concession workers during absence of Pool Manager.

II. JOB SPECIFICATIONS.

KNOWLEDGE, SKILLS AND ABILITIES.

1. Knowledge of lifesaving techniques, CPR and First Aid.
2. Knowledge of problem solving methods.
3. Skill in developing working relationships with citizens and other employees
4. Skill in oral and written communications.
5. Ability to operate department equipment.
6. Ability to make decisions independently.

EXPERIENCE AND TRAINING.

1. Must be at least 18 years of age with a High school diploma or GED.
2. Some supervisory experience is preferred.
3. Experience working with different age groups is preferred.
4. Must be a certified lifeguard.

PHYSICAL DEMANDS & WORK ENVIRONMENT. See the essential functions table

ESSENTIAL JOB FUNCTIONS

Employees in this job position are required to meet the following requirements.

A - Rarely or Never B - Periodic (Not every day) C - Frequent (Sometimes each day) D - Daily (All or most of the time)	A	B	C	D	A - Rarely or Never B - Periodic (Not every day) C - Frequent (Sometimes each day) D - Daily (All or most of the time)	A	B	C	D	A - Rarely or Never B - Periodic (Not every day) C - Frequent (Sometimes each day) D - Daily (All or most of the time)	A	B	C	D
PHYSICAL FACTORS					PHYSICAL STRENGTH: LIFTING-PUSH/PULL WHILE STANDING					HEARING DEMANDS				
1. Standing/Stationary				x	1. Semi-sedentary (up to 10 lbs.)				X	1. Normal noise levels				X
2. Standing/Moving About				X	2. Light work (10 - 20 lbs.)				X	2. Constant low level noise			x	
3. Sitting				X	3. Medium work (20 - 50 lbs.)		X			3. Occasional loud noise			x	
4. Climbing				X	4. Heavy work (50 - 100 lbs.)		x			4. Constant/very loud noise	X			
5. Balancing			x		5. Very heavy work (100+ lbs.)	x								
6. Stooping			x							HAZARDOUS CONDITIONS				
7. Kneeling			x		PHYSICAL STRENGTH: CARRYING-PUSH/PULL WHILE MOVING					1. Respiratory irritants-dust, fumes, gases	x			
8. Crouching			x		1. Semi-sedentary (up to 10 lbs.)				X	2. Skin irritants-dust, fumes, gases	x			
9. Crawling	x				2. Light work (10 - 20 lbs.)				X	3. Allergic irritants-dust, fumes, gases	x			
10. Reaching		x			3. Medium work (20 - 50 lbs.)		x			4. Wet work - hands				x
11. Handling				X	4. Heavy work (50 - 100 lbs.)		x			5. Wet work - feet				x
12. Fingering				X	5. Very heavy work (100+ lbs.)	x				6. Operation of heavy equipment	x			
13. Talking/Speaking				x						7. Climbing ladders				x
14. Driving	x				VISUAL DEMANDS					8. Working in very high places				x
15. Smelling	x				1. Near Vision				X	9. Use of electrical equipment				x
16. Object Manipulation	x				2. Far Vision				X	10. Use of sharp utensils				x
17. Grasping (both hands)			x		3. Depth perception				X	11. Sensitivity to extreme temperature variations				x
18. Pinching (thumb/forefinger)		x			4. Accommodation				X					
19. Turning				x	5. Color vision				X	MENTAL DEMANDS				
20. Twisting (hand/wrist)			x		6. Field of vision				X	1. Reading Ability				x
21. Walking				X						2. Written Language Ability				x
22. Squatting			X							3. Mathematic Ability				x
23. Twisting (upper body)			x											
24. Simultaneous Activity				X										
25. Hearing				X										
26. Touching				X										
27. Other														