

## POOL MANAGER

### JOB DESCRIPTION

**Classification Responsibilities:** A Pool Manager is responsible for managing the operation of one of the City swimming pool facilities and associated aquatics programs. Employees in this class supervise and evaluate staff in the pool operation during the aquatics season. Incumbents determine staff necessary for the supervision of pool activities, including preparing work schedules and assigning personnel to duty stations, observing pool attendance, adding or shifting Lifeguards to ensure proper coverage and overseeing and monitoring timekeeping. Work involves replenishing supplies as needed, directing or conducting in-service training activities, checking pool water for proper temperature and purity, and making or requesting changes in chemical additives. Monitoring the performance of staff engaged in lifeguarding and giving swimming lessons is an important aspect of the work, as incumbents are expected to take corrective action in dealing with unacceptable practices. Duties also involve: teaching courses in Lifeguard training and water safety instruction; training volunteers; maintaining records; preparing reports on pool activities and operation; directing the cleaning, general operation, and maintenance of pool facilities; implementing special events and ensuring proper customer service. Employees also provide input for consideration of changes or modifications in policies, procedures, programs, and solutions to problems involving municipal pools. This class performs related duties as required.

**Distinguishing Features:** This classification has been designated as a non-classified, non-merit system, at-will position. Employees in this seasonal classification normally work full-time seasonal (May through September) schedules. Incumbent's work under the general supervision of a Recreation Coordinator, who reviews work through meetings, reports, and periodic visits to the work site. This class is FLSA exempt-recreational establishment (seasonal classification). This class is FLSA nonexempt (part-time classification).

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to two years of college-level coursework, including or supplemented by courses in swimming and lifesaving. Considerable (3 - 5 seasons) experience as a lifeguard and swimming instructor. Good (1 - 3 seasons) experience in directing activities at public swimming pools.

**Special Requirements.** Valid Lifeguard Training requires individuals to be at least 15 years of age. Cardiopulmonary Resuscitation (CPR) for the Professional Rescuer Certification, and a Water Safety Instructor and/or Starfish Swim Instructor Certificate (WSI) requires individuals to be at least 16 years of age. Must possess a valid Arizona Driver's License by hire or promotion date (by assignment).

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

**Preferred/Desirable Qualifications.** Lifeguard Training Instructor Certificate, Aquatic Facility Operator (AFO) Certificate, or Certified Pool Operator (CPO) Certificate. Bilingual in Spanish desirable.

## **ESSENTIAL FUNCTIONS**

**Communication:** Provides program information, resolves problems, gives swimming lesson instruction, adjusts improper conduct, notifies parents or relatives of an emergency situation, instructs volunteers on job responsibilities, coordinates program activities including acquiring program supplies, scheduling equipment, etc. Produces written documents such as incident and accident reports, course record forms, and staff evaluations. Requisitions supplies and equipment for the facility. Prepares daily records of receipts, assists and monitors cashiers to maintain accurate financial records, and submits necessary reports. Maintains, analyzes, and submits pertinent records in respect to daily patron admissions and revenue, sanitary water conditions (chlorine and pH readings), water backwashing, accidents, rescues and assists, and first aid.

**Manual/Physical:** Teaches swimming lessons. Performs maintenance tasks which include: moving 50-pound high-pressure hoses around the perimeter of the pool to wash the deck, scrubbing bathrooms and pool tile, sweeping floors and cleaning windows. Inspects pool equipment including a 10 ft. ladder on three-meter board. Sets up and takes down folding chairs, tables, and various equipment for activities. Works outside in 100+ degree temperatures (June through September) for a maximum of 20-40 minutes at a time for several times during an eight-hour day. Operates a motor vehicle requiring a standard Arizona Driver's License to attend off-site meetings and deliver/transfer equipment, supplies, and facilities deposits. Operates a cash register and adding machine. Performs swimming rescues on patrons in distress. Detects calls for assistance from distressed swimmers. Detects proper functioning of pool equipment and monitors verbal instructions from Lifeguards to the general public regarding pool activities. Detects chlorine leaks which may jeopardize public safety. Secures locks on fences and buildings at closing. Inspects pool facility for proper working order and hazardous conditions. Observes and monitors patron's behavior to determine compliance with pool rules and regulations. Observes subordinate staff behavior to evaluate job performance. Monitors pool water conditions to determine compliance with health department water quality standards. Takes pH and chlorine readings. Meets scheduling and attendance requirements.

**Mental:** Supervises the operation of a public swimming pool offering recreational and swimming instruction programs. Directs, assigns, supervises, and evaluates staff. Develops, promotes, and supervises a diversified aquatics program for all ages in accordance with community needs. Plans, directs, supervises, and conducts classes in instructional swimming, lifesaving, and competitive and special events. Enforces pool rules and regulations for the safety and convenience of the public. Assumes direct responsibility for the maintenance and operation of the lighting, filtration, purification, and overall safety of the facility. Directs and supervises the collection of all fees and deposits in accordance with City policies. Develops and maintains ongoing, in-service training for Lifeguards and Assistant Pool Managers - Seasonal. Schedules staff, monitors hours for adherence to a 40-hour work week, and makes adjustments as necessary. Prioritizes and assigns work (cleaning duties, teaching stations) to Lifeguards. Evaluates and checks the work of lifeguarding staff to ensure conformance to job standards by observing teaching methods and guarding techniques, and reviewing submitted lesson plans and course records. Learns job-related material primarily through past experience as a Lifeguard and acquiring Lifeguard Training and Water Safety Instructor certifications, which are taught through a combination of lecture and practical participation.

**Knowledge and Abilities:**

Knowledge of:

operation and maintenance of swimming pools;  
health and safety standards and practices, which relate to the operation of public pools;  
the principles, practices, and application of lifesaving and first aid techniques;  
emergency services available;  
the rules and regulations pertaining to pool use;  
the principles and practices of supervision; and  
recordkeeping methods and procedures.

Ability to:

work independently within the established policies and procedures of the unit;  
attend staff conferences and meetings, and cooperate with social and community groups;  
act quickly and calmly in emergencies; and  
establish and maintain effective working relationships with coworkers and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised to Update Essential Functions 11/15

JM/pg/co

CS3604.DOCX (Seasonal) PAY GRADE: 39

CS3795 (Part-time, Benefited) PAY GRADE: 39

CS3702 (Part-time, Non-Benefited) PAY GRADE: 39

EEO-S/M IND-9015

JOB FCTN-PAR SWORN-No

INCREMENTS 81-200