

## **Pool Manager – Extra Help**

\$23.00 - \$24.00 Hourly

### **DEFINITION**

Under general supervision, organizes, leads, supervises and performs all aquatic activities as related to the management and operation of swimming pools within Yolo County. Leads, plans, schedules, and oversees the work of lifeguards while performing the same and more difficult duties; ensures completion of tasks in accordance with established policies and procedures; communicates policies, procedures, and job expectations to those supervised; and provides training to staff; performs lifeguard duties; and organizes and instructs swim classes.

### **DISTINGUISHING CHARACTERISTICS**

Pool Manager is an extra help class only utilized by the Department of General Services and reports to the Senior Parks Planner. The work requires a considerable degree of independent judgment, initiative, and tact. The incumbent is responsible for performing the most difficult, complex, and/or sensitive assignments.

### **ESSENTIAL DUTIES**

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

- Plans, organizes and supervises the daily operation of swimming activities and aquatic programs at the Tuli Mem Aquatics Center and Park.
- Supervises assigned extra help staff; hires, schedules, trains and monitors staff relative to lifeguard duties and swim instruction; reviews assigned staff payroll records for accuracy.
- Responsible for scheduling, training, and evaluating subordinate employees; as well as resolving complaints and maintain good public relations
- Provide courteous and professional service to all program participants, facility users, personnel and the public; arrives on time and in proper attire.
- Conducts work tasks safely and in compliance with department safety standards and Injury and Illness Prevention Program; reports all accidents, incidents, or potentially unsafe conditions to appropriate parties; and reports maintenance conditions affecting facility operations and safety; completes written reports and records as required.
- Performs general maintenance, including removing trash from the swimming pool, deck, locker rooms, floors, walls, storage, office, and other areas of the facility.
- Oversee proper sanitation and maintenance of pool water; ensure cleanliness of restrooms, dressing rooms and public areas; organize and monitor equipment inventory; maintain pool records and prepare reports and memos regarding pool activities as needed.
- Promote and enforce water safety procedures; initiates swimming rescues; render first aid and CPR as required.
- Perform cash register operations, payment processing and customer service; accurately account for all monies collected.
- Build and maintain positive working relationships with co-workers, other County employees, and the public using principles of good customer service.
- Promotes aquatics programs through use of news releases, flyers, and posters.
- Resolves informal employee complaints, provides input to supervisor on employee performance and informs supervisor of conduct problems.
- Performs related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge Of:**

- Leadership and training
- Practices of instructional aquatics activities
- Swimming pool operations and maintenance
- Pool safety practices
- Supervision and training
- Office procedures, method, and equipment including computers and applicable software applications such as word processing, spreadsheets, databases, and other specialized applications related to area of assignment
- Techniques of first aid, water safety, cardiopulmonary resuscitation (CPR) and Automated External Defibrillator (AED)

### **Ability To:**

- Effectively lead, schedule, and coordinate assigned activities
- Plan, coordinate, assign, train and review the work of lifeguard staff
- Administer appropriate first aid and CPR
- Work effectively without direct supervision
- Establish and maintain cooperative and effective relationships with those contacted in the course of work
- Demonstrate all skills required for Lifeguard Training
- Swim proficiently and showcase various swimming techniques
- Resolves conflict, particularly in interactions with peers in a work environment
- Communicate clearly and concisely, both verbally and in writing

### **Minimum Qualifications:**

#### **Education:**

Completion of the twelfth grade or the equivalent.

#### **Experience:**

Two (2) years of experience at a swimming pool as an instructor and/or lifeguard OR one season of experience performing duties similar to that of a Lifeguard III or higher.

Experience in pool management and employee supervision is highly desirable.

### **Other Requirements**

#### **License or Certification:**

Pool Manager must have current American Red Cross certificates in the following:

- Lifeguard Training/First Aid
- CPR-AED for Lifeguarding
- First Aid for the Public Safety Personnel (Title 22)- must be provided within 6 months of start date
- Possession of Advanced First Aid or EMT certificate is desirable.

### **Environmental & Functional Factors:**

**Medical Class:**

This class involves frequent lifting of up to fifty (50) pounds with occasional lifting of up to one hundred fifty (150) pounds or more, often combined with bending, twisting, or working on irregular and slippery surfaces. May require the ability to stand, bend, stoop, and/or squat occasionally. Incumbents should be able to straight pull, push, reach above shoulders, use of fingers; walk, stand, sit, climb, bend, stoop, and squat; walk on irregular surfaces; considerable use of both legs and arms; must hear well and have good vision.