

POOL MANAGER I
POOL MANAGER II
PART TIME, TEMPORARY

DEFINITION

To perform a variety of duties related to the overall operations of a swimming pool facility, programs and its assigned temporary employees.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Plan, organize and supervise swimming activities and aquatics programs at assigned pool; ensure that swim lessons are taught to city standards.

Oversee proper sanitation and maintenance of pool water; ensure cleanliness of restrooms, dressing rooms and public areas; report maintenance conditions affecting facility operation and security.

Oversee the safe and proper operation of assigned pool; ensure pool rules and safety guidelines are followed; maintain order with disruptive patrons and exercise crowd control where warranted; and refer escalated issues to assigned supervisor or proper authorities.

Complete written reports and records as required; organize and monitor equipment inventory of assigned facility.

Serve as Lifeguard as needed.

Promote and enforce water safety procedures; effect swimming rescues; render first aid and CPR as required.

Supervise assigned temporary staff; schedule, train and monitor staff relative to lifeguard duties and swim instruction; review assigned staff payroll records for accuracy.

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 City employees, and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Pool Manager I

Knowledge of:

Principles and practices of aquatic program planning, administration, and instruction.

Principles and techniques of first aid and CPR.

Principles and practices of water safety management.

Methods and procedures of pool maintenance and sanitation.

Practices and methods of public relations and customer service; techniques and principles of effective interpersonal communication.

Principles of supervision and training.

Modern office equipment, methods, procedures, and computer hardware and software.

Report writing techniques.

Ability to:

On a continuous basis, know and understand operations and observe safety rules; walk, swim for extended periods of time; render life saving measures; interpret policies and procedures, and explain operations and problem solve issues for the public and with staff.

Intermittently set up booths, hang banners, move tables and carry supplies; lift or carry weight of 45 pounds or less.

Understand and translate City policies and practices into everyday working practices; make sound decisions with solid problem solving methods.

Supervise, train and evaluate assigned temporary staff.

Respond to emergency situations in a calm and effective manner; administer first aid and CPR.

Promote and enforce safety procedures including proper use of equipment.

Learn to operate a computer as necessary to perform job duties.

Learn to identify problems regarding the facility and programs; refer difficult problems/irregularities for more advanced attention and recommend possible solutions.

Understand and carry out written and oral directions.

Maintain accurate and up-to-date records.

Communicate tactfully with customers.

Work outdoors in a variety of weather conditions.

Communicate effectively and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience:

One season of experience performing duties similar to that of an Assistant Pool Manager I with the City of Roseville.

Training:

Equivalent to the completion of the twelfth (12th) grade.

License or Certificate

Possession of, or ability to obtain, a valid California driver's license.

Possession of a current Red Cross Water Safety Instructor (WSI) Certificate or Roseville Swim Instructor I and II (RSI I and II) or the equivalent certificate by date of appointment.

Possession of a current American Red Cross Lifeguard Training certificate by date of appointment.

Possession of a current American Red Cross Title 22 First Aid for Public Personnel certificate by date of appointment.

Possession of a current American Red Cross CPR/AED for the Professional Rescuer certificate by date of appointment.

Possession of a current American Red Cross Administering Emergency Oxygen certificate by date of appointment.

Possession of Advanced First Aid or EMT certificate is desirable.

Pool Manager II

In addition to requirements for the Pool Manager I:

Experience and Training

Experience:

One season of experience performing duties similar to that of a Pool Manager I with the City of Roseville.

Training:

Equivalent to completion of the twelfth (12th) grade.

License or Certificate

Possession of, or ability to obtain, a valid California driver's license.

Possession of a current Red Cross Water Safety Instructor (WSI) Certificate or Roseville Swim Instructor I and II (RSI I and II) or the equivalent certificate by date of appointment.

Possession of a current American Red Cross Lifeguard Training certificate by date of appointment.

Possession of a current American Red Cross Title 22 First Aid for Public Personnel certificate by date of appointment.

Possession of a current American Red Cross CPR/AED for the Professional Rescuer certificate by date of appointment.

Possession of a current American Red Cross Administering Emergency Oxygen certificate by date of appointment.

Possession of Advanced First Aid or EMT certificate is desirable.

Note: Minors may have preclusions or restrictions in duties assigned and licenses required pursuant to 29 CFR § 570.

<u>01-01-22</u>	<u>Pool Manager I/II</u>
07-04-09	Pool Manager
02-27-03	
09-12-02	Pool/Facilities Manager
12-18-99	
04-24-97	Pool Manager

Pool Manager I-II

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02-15-90

10-01-88

02-10-88

01-14-80

04-19-77

10-30-73