

## **CITY OF IRWINDALE**

### **ASSISTANT POOL MANAGER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **SUMMARY DESCRIPTION**

Under direction, supervises, schedules, and coordinates the services of an aquatic facility; ensures overall safety of all pool patrons; maintains pool cleanliness; prepares and submits a variety of records and reports; may prepare lesson plans and instruct students in swimming and water safety activities; and performs a variety of tasks relative to assigned area of responsibility.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Supervises and coordinates the services of an aquatic facility; ensures overall safety of pool patrons and staff; ensures implementation of all policies and procedures.
2. Participates in the selection of part-time staff; schedules working hours and supervises aquatics personnel; provides staff training as necessary.
3. Tests and maintain appropriate chlorine and PH values in the water; records all readings.
4. Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
5. Prepares lesson plans and conducts swimming classes for beginners through advanced levels; instructs students in proper swimming techniques and various water safety measures.
6. Inspects pool facilities for cleanliness; performs routine pool maintenance in the pool and the surrounding area.
7. Implements emergency procedures in the time of need; responds to unsafe conditions and potential hazards.
8. Maintains accurate records and completes and submits a variety of reports related to assigned activities and operations.
9. Assists in collecting and counting pool money.
10. Performs lifeguard duties as necessary.
11. Performs related duties as required.

#### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

##### **Knowledge of:**

- Operations, services and activities of a public swimming facility.
- Principles of supervision and training.
- Principles and practices of public relations.
- The rules and regulations of the City pool.
- Advanced principles and practices of swimming, life guarding and water safety.
- Principles and techniques involved in teaching swimming at all levels.

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**Assistant Pool Manager (Continued)**

Methods and techniques of first aid and CPR.

Appropriate safety precautions and procedures within the area of assignment.

Basic principles of pool equipment and maintenance including pool sanitation and chlorination system.

Pertinent Federal, State and local codes, laws and regulations

**Ability to:**

Supervise and coordinate the operations of an aquatic facility.

Supervise, organize, and review the work of assigned staff.

Participate in the selection and training of assigned staff.

React quickly and calmly in emergency situations.

Enforce applicable rules and regulations of the City pool.

Provide proper instruction in swimming and water safety.

Swim with endurance and proficiency at a level necessary to perform assigned duties.

Lift a victim from the pool.

Exercise sound judgment.

Respond to emergency situations and administer first aid and CPR as necessary.

Respond to requests and inquiries from the general public.

Perform lifeguarding duties and water rescues.

Communicate clearly and concisely, both orally and in writing.

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

**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

Equivalent to the completion of the twelfth grade.

**Experience:**

Two years of lifeguarding or swimming instruction experience.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

Possession of a "CPR for Professional Rescuer" certificate.

Possession of a First Aid certificate.

Possession of Lifeguarding certificate.

Possession of a Water Safety Instructor certificate is highly desirable.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

**Environment:** Incumbents are required to work at a public pool and are exposed to inclement weather conditions, potentially hazardous chemicals, harsh or toxic substances and vapors; work in water; incumbents may be required to work evenings, weekends, and holidays

**Physical:** Incumbents require sufficient mobility for sitting, standing, walking, stooping, reaching, bending, climbing and swimming; moderate to heavy lifting, carrying, pushing and pulling.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read small print and to operate equipment.

**Hearing:** Hear in the normal audio range with or without correction.

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Ralph Andersen & Associates