

JOB TITLE: ASSISTANT POOL MANAGER

CITY OF OTHELLO:	JOB DESCRIPTION	
DEPARTMENT:	Public Works/Parks and Recreation	NON-EXEMPT STATUS
LOCATION:	Othello Community Pool	SHIFT: Part-Time/Seasonal
REPORTS TO:	Pool Manager	
APPROVED BY:	Shawn Logan, City Mayor / City Administrator	DATE: April 8, 2020
REVIEWED BY:	Randy Gomez Park & Rec Coordinator	
	Terry Clements, Public Works Director	DATE: April 8, 2020

SUMMARY: The Assistant Pool Manager is responsible for assisting in the management, administration, supervision and operation of the Othello Community Pool; assumes such responsibilities in the absence of the Pool Manager. The Assistant Pool Manager maintains a safe pool environment for staff and patrons at all times.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Fulfill duties of the Pool Manager in his/her absence.
2. Know and enforce all rules and policies of the Othello Community Pool consistently and fairly; dismiss all offenders in persistent violation of such rules and policies.
3. Assist in devising measures to maintain a safe environment in and around swimming pool facilities; report incidents, accidents and injuries to the Pool Manager.
4. Assist in coordinating, promoting, implementing and evaluating a variety of aquatic activities; recommend changes in program objectives, policies and procedures to maximize effectiveness and efficiency.
5. Assist in supervision of pool staff; composing work schedules; coordinating staff training; work with employees to correct deficiencies; implement discipline procedures.
6. Assist in developing and implementing plans for dealing with various types of emergency situations, including assisting Pool Manager with in-service training, as required by the Washington State Department of Health.
7. Ensure the swimming pool facility complies with relevant health and safety regulations.
8. Provide customer service to pool patrons and the public; serve as an information resource for staff and the general public.
9. Receive and evaluate complaints, resolve when possible or refer to Pool Manager if necessary.
10. Assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.
11. Assist in the collection, verification and preparation of deposits for all revenues received.
12. Assist with the maintenance of swimming pool facilities; monitor chemical balance within the pool, clean filters, add chlorine tablets, perform minor repairs, clean and vacuum the pool.
13. Facilitate daily inspections of lifesaving equipment, locker rooms, pool, and deck and complete and submit required documentation.
14. Requisition needed materials and supplies for swimming pool facilities.
15. Secure the swimming pool facilities after hours.
16. Complete and submit required documentation and reports.
17. Assume all pool staff duties as needed.
18. Perform related duties as per personnel manual and as assigned.
19. Other duties as assigned

EMERGENCY RESPONSE

1. Respond immediately and effectively to emergencies; follow the established emergency action plan procedures to ensure a safe rescue.
2. Provide emergency care and treatment as required until the arrival of emergency medical services.
3. Complete and submit required documentation and reports.

PERSONAL EMPLOYEE DUTIES AND RESPONSIBILITIES

1. Arrive at work prepared to assume duties when shift starts.

2. Provide and wear sunglasses, hat/visor, sunscreen and other protective gear.
3. Present a professional appearance; wear department-issued uniform and whistle/signaling device at all times while on duty.
4. Present professional attitude and maintain a high standard of customer service.
5. Demonstrate cooperative behavior with colleagues, supervisors and the public.
6. Participate in weekly and monthly in-service training programs.
7. Read, understand, and follow the guidelines of the Othello Community Pool Employee Personnel and Policy Manual.
8. Know and be familiar with all state and local rules and/or regulations governing pool facilities, Food Workers, and Lifeguards, including those promulgated by the Washington State Department of Health.
9. Coordinate work schedule, including all time-off requests, with Pool Manager to ensure pool facility and staff are supervised; present all time-off requests to Parks and Recreation Coordinator prior to the pool season.
10. Perform related duties as per personnel manual and as assigned.

SUPERVISION: Supervision received: works under the general supervision of the Pool Manager, or the Parks and Recreation Coordinator, in the absence of the Pool Manager. Supervision given: exercises direct supervision of Lifeguard staff, Concessions/Admissions staff, instructors and volunteers, in the absence of the Pool Manager. Exercises indirect supervision of all patrons of the Othello Community Pool.

EDUCATION and/or EXPERIENCE: At least 16 years of age. High school diploma or general education degree (GED). Must complete, or be able to complete, Lifeguard training course, including First Aid and CPR for professional rescuers, by recognized Washington State Department of Health provider. Previous experience in coordination of pool staff and activities desirable. Previous experience as Lifeguard and/or Water Safety Instructor preferred.

SPECIAL CERTIFICATES OR LICENSES: Must possess, or be able to obtain, and maintain Lifeguard certification, including First Aid and CPR for professional rescuers. May be required to possess, or be able to obtain, and maintain Water Safety Instructor (WSI) certification and/or Food Handler Card.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety manuals, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Able to speak effectively and provide oral and written information to citizens, employees and other agents of the City.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in units of American standard measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to carry out the goal of the City by providing a fun and safe pool environment.

PHYSICAL DEMANDS: Must maintain a high level of physical fitness. While performing the duties of this job, the employee regularly walks, sits, kneels and lifts and swims. The employee is required to use hands, fingers and arms to handle and operate objects. The employee will be required to climb and balance while on the lifeguard stations.

WORK ENVIRONMENT: While performing the duties of this job, the employee will frequently work in varied outside weather conditions, including hot, cold, wet or humid conditions. The employee will be in contact with toxic or caustic chemicals. The noise level ranges from quiet inside to moderately loud in the pool or deck areas.

CONDITIONS OF EMPLOYMENT: All conditions of employment will be in accordance with current and applicable City of Othello policies and procedures. Copies of current certifications will be on file at the Othello Community Pool and Othello City Hall.

ACKNOWLEDGEMENT: This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and the job may require other essential and/or nonessential functions, tasks, duties, or responsibilities not listed herein. Management reserves the right to add, modify, or exclude any essential or nonessential requirement(s) at any time with or without notice. Nothing in this job description, nor by the completions of any requirement of the job by the employee, is intended to create a contract of employment of any type. Employment is "AT-WILL" and may be terminated at any time by the employee or employer with or without cause or notice.

Employee:

Signature: _____

Date: _____

Parent / Guardian

Signature: _____

Date: _____