

FARMINGTON CITY

Job Description

Title:	Assistant Pool Manager	Code:	
Department:	Parks and Recreation	Pay Rate:	\$10.25/hr
Division:	Swimming Pool	Effective Date:	Apr. 07

GENERAL PURPOSE

Performs a variety of **routine supervisory duties** as needed to assure the day-to-day operations and services of the city swimming pool. Performs as a shift leader and assumes responsibility for the facility in the absence of the Swimming Pool Manager.

SUPERVISION RECEIVED

Works under the general supervision of the Parks and Recreation Director and the close supervision of the Swimming Pool Manager. May receive functional supervision from City Treasurer in matters related to accounting and cash management procedures.

SUPERVISION EXERCISED

Provides close to general supervision to Water Safety Instructor(s), Head Lifeguard(s), Lifeguard(s) and Office staff, contract and service personnel.

ESSENTIAL FUNCTIONS

Performs a lead responsibility for a specialty area of program management or operations, including swimming lesson programming, employee shift schedules and management or early morning programs; develops programming options, resolves shift issues related to safety and operations; handles public complaints and promotes positive public relations; refers complex issues to supervisors.

Works assigned shifts; monitors facility operations to assure compliance with state and federal operations and safety guidelines; assists in training of personnel; monitors facility safety practices; monitors pool water quality and chemical balances through sampling and testing; participates in daily testing to assure overall quality of pool maintenance.

Enforces facility policies and procedures related to patron use, fees, safety, etc.; prepares various forms, attendance records, and reports as required (i.e. accident forms, etc.)

Performs general bookkeeping and accounting as needed to record fiscal activity; records work hours, submits time sheets; prepares shift deposits, deposits and accounts for the same; maintains petty cash funds.

Greets and receives the public; receives payments and fees and admits patrons; operates cash register, computer registration and facility reservation programs and accounts for revenues; gives change; operates concession stand; sells swim wear and equipment; sells season passes and processes paperwork.

Monitors shift personnel work activities to assure quality and efficient performance of duties; reviews work list and approves work performed; performs schedule follow-up as needed to assure arrival of instructors; secures substitute personnel as needed.

Monitors swimming and recreation facility programs and services; assures proper access to services and processing of patrons; performs as a trouble shooter to resolve problems occurring on shifts.

Monitors patron activities to assure compliance with facility policies and rules; assures safety guidelines are adhered to; disciplines patrons or ejects patrons from the facility for violations of rules.

Maintains proper inventory of office, pool, bathhouse and concession operations supplies (i.e. first aid, water quality control, custodial, etc.).

Performs as a lifeguard, swimming instructor, and staff trainer; provides personal instruction to patrons and through hired personnel; certifies lifeguards.

Works in the reception area of the pool; receives and receipts payment from the public; sells various swimming related products; maintains vending machines, oversees concession sales and service.

Monitors and performs general upkeep and custodial duties; cleans facility floors, mops, sweeps, vacuums, polishes, etc.; cleans pool decks; monitors water temperatures and chemical balances, takes water samples; may make minor equipment adjustments to assure proper temperature and chemical standards; participates in various preseason and post season duties related.

Assumes responsibility for building security; performs final security check at the end of each shift and secures the building; locks doors, turns off machines and equipment (if required).

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school;

AND

B. Two (2) years of recreation program, physical education teaching, certified swimming instruction, coaching or related experience is preferred;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Working knowledge of the philosophy and objectives of community recreation programming; the rules and regulations of a variety of swimming sports and recreational activities; equipment, facilities, operations and techniques used in a comprehensive community recreation program; modern office management practices and procedures; basic accounting and bookkeeping; state and federal regulations governing facility and pool operations; climate control systems; swimming pool structures; water filtration systems; chemical handling; air balancing systems; public health standards related to pool operations. **Some knowledge** of basic office equipment.

Ability to demonstrate maturity consistent with the established duties and responsibilities of the position; organize swim teams and activity programs, establish and maintain effective working relationships with employees, young people, other organizations, and the public; ability to communicate effectively, verbally and in writing.

3. Special Qualifications:

Must be 18 years of age.

Must be a certified Water Safety Instructor.

Must possess a Lifeguard Training Certification.

Must possess Red Cross certifications in safety, first-aid and CPR.

Must possess a Food Handlers Permit.

May be required to pass employment drug test.

May be required to participate in City provided pre-season training.

Must be willing to work 40 hours per week which hours may vary according to seasonal need.

Hiring is conditioned also upon the employee agreeing to be available to work the following seasonal holidays: Saturday before Memorial Day), Memorial Day, Fourth of July, Festival Days, Pioneer Day, and Labor Day.

4. Work Environment:

Employment in this **position is At-Will and seasonal, Memorial Day to Labor Day.** Mandatory meetings will be held during the month of May. During the operating period, Bi-monthly mandatory staff meetings are held Friday mornings. Employee in this position must be available to work preseason and after season for a short period of time. Incumbent on the position is the ability to perform in an atypical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Frequent communication with the public requiring the ability to talking, hear and seeing with certain aspects of the job eligible for accommodation. Common eye, hand, finger, leg and foot dexterity required to perform as swimming instructor. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. The possibility of exposure to toxic chemicals related to water quality maintenance exists but is remote.

Farmington City Swimming Pool DISCLAIMER

DISCLAIMER: The job description is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, requirements or knowledge, skills & abilities. I also understand that all training meetings are mandatory, and can be dismissed from the position for not attending these meetings.

I _____ have reviewed the job description.
Signature

Please print your name here

Job applied for

Today's Date: _____

If UNDER 18 years of age:

Parents Signature _____.