

**SUNRISE RECREATION AND PARKS DISTRICT
CLASSIFICATION SPECIFICATION**

JOB TITLE: **Pool Manager
(Part-time Seasonal)**

DIVISION: **Recreation and Community Services**

CLASS DEFINITION:

Incumbents in the Pool Manager classification oversee the maintenance and operation of an aquatic facility and plan, schedule and supervise aquatic and customer service activities and assigned staff at the facility; account for daily revenues received for admission to District aquatic facilities, instruction and program registrations and merchandise sales; provide training, guidance, and on-site supervision to aquatics staff; maintain vigilance of the pool, water, deck and other areas of an aquatic facility to insure the safety of all pool visitors through enforcement of pool rules and regulations during public swim, special events, swim lessons and other aquatics activities; perform swimming rescues, first aid and CPR as needed; respond to other emergencies as they occur; activate the District's emergency action plan and make 911 calls as appropriate; perform the duties of a Cashier and/or Lifeguard as needed; and perform related work as required.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the Pool Manager classification are part-time seasonal employees and may not advance to permanent status in any District job classification. Hours of work vary based on the staffing needs of the District. This classification is distinguished from the Assistant Pool Manager classification by having full responsibility for the maintenance and safe operation of an assigned aquatic facility and for the planning, scheduling and supervision of all staff and aquatic activities at the facility. The Pool Manager is distinguished from the Recreation Coordinator and Senior Recreation Coordinator classification which assists a Senior Recreation Services Manager with the planning, implementation, coordination and supervision of various District recreation programs and services; assists with the recruitment, selection, training, supervision and evaluation of part-time staff; and performs a variety of administrative and customer service activities in support of recreation programs and staff.

SUPERVISION RECEIVED/EXERCISED:

The Pool Manager classification receives general supervision from a Senior Recreation Coordinator and/or a Senior Recreation Services Manager. Incumbents in this classification provide direct supervision to staff assigned to the aquatic facility.

EXAMPLE OF ESSENTIAL JOB FUNCTIONS:

Responsibilities and duties include, but are not limited to the following:

- Plans, organizes and supervises swimming activities and aquatic programs at assigned aquatic facility.

- Supervises, evaluates, assigns and trains assigned aquatic facility staff and accounts for all monies collected from patrons of the facility.
- On a daily basis, opens facility, inspects and inventories all pool equipment, oversees and helps set up pool and safety equipment; or oversees and helps close and secure the facility and take down and store pool and safety equipment as appropriate to assigned shift; inspects pool and deck area for possible safety hazards, and inspects waterslide for possible defects.
- Oversees the proper sanitation, chemistry, clarity, and maintenance of pool water; ensures the cleanliness of restrooms, dressing rooms and public areas within the aquatic facility and reports maintenance required for effective operation and/or security.
- Promotes and enforces water safety procedures; rescues and resuscitates drowning persons as needed; and provides care using the latest American Red Cross techniques in, lifeguarding, first aid and cardiopulmonary resuscitation (C.P.R) to persons in need of assistance.
- Activates the District's Emergency Action Plan and makes 911 calls as needed.
- Supervises aquatics staff engaged in creating lesson plans and conducting classes on water safety and individual stroke mechanics for students; conducts swimming lessons on an as needed basis, assessing the ability and communicating the progress of each class participant to parents orally and via written report cards.
- Maintains constant surveillance to safeguard swimmers from drowning and other accidents.
- Maintains discipline and orderly conduct among patrons by enforcing all facility rules and District policies.
- Completes accident and incident reports, time reports, WSI activity reports, report cards for swimming class participants, course record sheets and other reports and records as required by policy and/or regulation.
- Attends and participates in management meetings and attends and assists with and/or leads staff in-service training sessions.
- Performs other job-related duties as required.

EXAMPLES OF NON-ESSENTIAL JOB FUNCTIONS:

- As needed, performs the duties of a Cashier or a Lifeguard I/II, or an Assistant Pool Manager during public swim, pool rentals, swim lessons and aquatic events.
- May assist with the creation and distribution of flyers and promotional materials.
- May be responsible for assisting with or creating staff schedules and evaluations.

EMPLOYMENT STANDARDS:

Any combination of education and experience that would provide the required knowledge and

abilities is qualifying. A typical path to obtain the required knowledge and abilities would be:

Education and Experience Guidelines:

Must possess a high school diploma or equivalent and have at least one year of experience equivalent to that of an Assistant Pool Manager with the District.

Knowledge of:

- principles and practices of effective supervision
- swimming pool and aquatic facility maintenance requirements
- chemicals, equipment and techniques used to meet State and County Department of Health standards
- basic accounting principles
- current and preventive lifeguarding techniques
- proper stroke mechanics
- principles and practices of water safety and swimming rescue techniques
- principles and techniques of first aid and CPR
- principles and techniques of swimming instruction appropriate to a variety of age groups and skill levels
- principles and techniques of effective interpersonal communication, public relations and customer service
- materials and equipment used in aquatic activities

Ability to:

- swim with proficiency and endurance
- prevent accidents and perform swimming rescues, C.P.R and first aid
- plan, direct and supervise the work of others
- develop and implement aquatic programs for a variety of skill levels
- understand and follow oral and written instructions
- know, understand, and explain District and program policies and procedures
- organize and instruct swimming and water safety classes
- mentor other staff on safety, surveillance, and rescue techniques
- effectively communicate orally and in writing
- exercise tact, judgment and patience in dealing with the public and other District staff
- establish and maintain effective work relationships with people of all ages during the performance of work duties
- read and prepare a variety of written reports and records
- maintain the cleanliness and organization of the aquatic facility and contents
- perform essential duties of job without causing harm to self or others
- respond to emergencies in a calm, professional, and safe manner

Licenses/Certification Required:

- A current American Red Cross Water Safety Instructor certificate
- A current American Red Cross Lifeguard Training certificate
- A current American Red Cross CPR/AED for the Professional Rescuer certificate
- A current American Red Cross Title 22 First Aid for Public Personnel certificate
- A current American Red Cross Administering Emergency Oxygen certificate
- An American Red Cross Instructor certification in CPR/FPR or Lifeguarding is preferred

WORKING CONDITIONS:

Environmental Conditions:

The essential duties of this job are primarily performed in an outdoor environment, on slippery wet surfaces and ladders; with hands and body immersed in water; with exposure to varying climate and temperature conditions including exposure to sunlight; with continuous contact with facility patrons and District staff; and with daily exposure to constant loud noise and chemicals in the air, water and on the skin. Some essential duties, such as cleaning restrooms and completing paperwork are performed indoors. Incumbents work various shifts including weekends and evenings.

Physical Conditions:

Essential duties of this job require the ability on a daily basis to: use both hands, legs and feet to climb ladders, stoop, kneel, crouch, stand, walk and swim; reach in any direction; maintain body equilibrium to prevent falling on wet, slippery surfaces; use finger dexterity; grasp objects using fingers and palm of hand; feel the attributes of objects by touch; speak to verbally exchange information; hear to receive detailed verbal information; and use both eyes to see within one foot to fifty yards and to differentiate basic colors and shades of color. Occasionally, incumbents sit for extended periods; crawl about on hands and knees; lift objects weighing up to 30 pounds, carry objects weighing between 5 to 10 pounds; push objects weighing between 15 and 20 pounds, pull objects weighing up to 10 pounds and reach for objects weighing up to 5 pounds; occasionally submerge in up to 13 feet of water; and rarely move objects weighing over 50 lbs.

OTHER:

FLSA STATUS: Non-Exempt

Note: The above statements are intended to describe the general nature and level of work performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential job functions.