

POSITION: Pool Assistant Manager
Reports to: Pool Manager
FLSA Status: Seasonal; Non-exempt
Pay Grade: 4

SUMMARY: The **Assistant Pool Manager** oversees general operations at the municipal swimming pool and is responsible for the overall safety of swimming pool patrons. The **Assistant Pool Manager** assists Pool Manager in training sessions and supervises pool staff when Pool Manager is absent in order to prevent problems and respond to any emergencies that might occur.

ESSENTIAL FUNCTIONS:

1. Staff Training and Supervision

- Assist with in-service training sessions
- Develop, supervise and monitor the performance of pool staff; take corrective action in dealing with unacceptable staff practices
- Assist with completion of pool staff evaluation forms reflecting information such as work habits, effectiveness in interpersonal relations, and acceptance of responsibility

2. Pool Operations

- Educate patrons on facility rules and procedures; enforce as necessary
- Supervise and teach Red Cross Swimming Lessons
- Along with staff, maintain constant surveillance of patrons in the facility
- In the event of an emergency, act immediately and appropriately to secure safety of patrons
- When necessary, provide required emergency care and treatment until emergency medical services arrive
- Performs various maintenance duties to maintain a clean and safe facility
- Assist in the operation of water filtration and chlorination systems; make routine tests of pool water

3. Administrative

- Prepare, maintain, and submit required records and reports
- Monitor and maintain inventories of pool equipment and supplies
- Direct, supervise, and assist with collection of appropriate swimming and other fees
- Direct, supervise, and assist with sales of concessions to patrons
- Monitor and maintain concession inventories
- Secure and deposit all money collected at the pool
- Handle or refer other problems and situations as they arise within the facility

OTHER FUNCTIONS:

- Perform other duties as assigned

QUALIFICATIONS AND REQUIREMENTS:

- Must have current Lifeguard and Water Safety Instruction certification
- Must be skilled at lifeguard surveillance and rescue techniques; able to react calmly to emergencies
- Must have knowledge of CPR and emergency medical procedures
- Must have strong organization skills for organizing, prioritizing and scheduling work assignments
- Must have strong customer service skills, with ability to deal with general public in a professional manner
- Must present a professional appearance and attitude at all times
- Must be willing to work varied and long hours as required, with extended exposure to direct sunlight
- Must have physical ability to lift up to 50 pounds – equipment, supplies, etc.
- Must have ability to maneuver persons in excess of 100 pounds during emergency situations
- Work activities include a combination of sitting, standing, walking and swimming
- Work involves some exposure to hazardous chemicals used in water treatment

NOTE:

- The City of Canton is an Equal Opportunity Employer, and will consider applicants for all positions without regard to race, religion, creed, color, national origin, genetic information, sex, age, disability, political affiliation, marital or veteran status, or any other basis prohibited by South Dakota or federal law.
- In accordance with the American’s with Disabilities Act, the City of Canton will consider reasonable accommodations for qualified individuals with disabilities.
- This position description is intended to provide a fairly comprehensive and accurate description of the position, but it will not cover all aspects, details or tasks required. Other functions, responsibilities and requirements may be assigned, and this position description may be changed at the direction of the City Commission at any time.

ACKNOWLEDGEMENT:

I have read this position description and will do my best to effectively perform the functions and responsibilities required.

Employee

Date

I have reviewed this position description with the individual identified above, and will do my best to provide effective direction and support so this employee can be successful in his/her performance.

Supervisor

Date