



Temporary Pool Manager

Class Code:
P&R_Temp Pool
Manager

Bargaining Unit: n/a

CITY OF DEER PARK
Revision Date: JAN 10, 2022

SALARY RANGE

\$13.25 Hourly

Scheduled Hours

30-40 (depends on availability)

CLASS CONCEPT

Summary:

Oversees the day-to-day operation, maintenance, and administration of the aquatic facility. Ensures that all appropriate water health and safety standards are maintained. Duties involve all pool operation, including first aid, rotations, public relations, janitorial duties, limited pool maintenance, pool cleaning, cleaning of bathrooms and concession stand area, swim lessons, water aerobics and all other duties as necessary or required.

PRIMARY DUTIES & RESPONSIBILITIES

- Be visible and available as the first line of problem solving
- Supervise lifeguards
- Assist in hiring of Lifeguards
- Assist in tracking pool attendance, balance cash drawer, & make daily deposit as directed
- Handle first aid problems
- Know the location and proper use of all Personal Protection Equipment (PPE) and safety supplies
- Maintain staff rotations and staff breaks
- Maintain discipline at the swimming pool facility and supervises all staff enforcing policies and rules
- Enforce the City of Deer Park Pool rules and regulations to staff and public
- Maintain positive public relations at the swimming pool
- Document and report all disciplinary problems and accidents to supervisor. All reports should be neat and concise
- Maintain a clean facility including but not limited to bathrooms, trash picked up in and outside of facility, pool vacuumed 3 times a week
- Set a positive example for the rest of the staff to follow
- Inform Supervisor when supplies are needed and if equipment needs repaired
- The pool manager also acts as a lifeguard.
- Check all gates and doors at closing time

QUALIFICATIONS:

DESIRED MINIMUM QUALIFICATIONS

Education and/or Experience:

- Must be at least 16 years of age
- Ability to self-motivate with little or no supervision.
- Previous lifeguard experience. Minimum two (2) years
- Preferred one (1) year supervisory experience.

Language Skills:

- Effective verbal and written communication skills.

Certificates, Licenses and Registrations:

- Willingness to obtain Jeff Ellis & Associates Certification, Advanced CPR & First Aid, and Oxygen Administration and AED Certified.
- Certification is valid for one year.
- Attend four (4) hours of in-service per month issued by employer.

Other Skills and Abilities:

- Bilingual language skills a plus
- Work well with children
- Knowledge of the operations of a swimming pool, including sanitation, maintenance, safety and public relations
- Knowledge of cash management, operations and record keeping
- Previous customer service experience
- Experience working with the public and/or young employees

Reports to:

Deer Park Aquatic Division (in order)

- Aquatic Supervisor

SPECIAL REQUIREMENTS

- Must complete a prerequisite screening test to assess general swimming skills.
- Complete a 100-meter swim, five (5) foot Dive Brick Depth Retrieval and Tread without use of arms and hands for one (1) minute.
- Ability to exit standard pools unassisted from pool edge, without use of ladder or stairs.

SUPPLEMENTAL INFORMATION:

PHYSICAL DEMANDS

The physical demands described here 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 the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly exposed to wet and/or humid conditions, outside weather conditions and extreme heat. The employee is frequently exposed to high, precarious places and fumes or airborne particles. The employee is occasionally exposed to moving mechanical parts and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application, rating of education experience; questionnaire; oral interview and reference check; job related tests might be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer as the needs of the employer and requirements of the job change.

ADDITIONAL INFORMATION:

- Interviews will be offered via email. During the interview, all applicants will be required to perform a swim test.

- Swim Test: The swim test consists of a 100-meter continuous swim (breaststroke or front crawl), retrieval of a ten pound brick from 5ft of water, and treading water.
- All offers are conditional upon the successful and favorable results of a background check and drug screen. More information on these items will be provided at the time of the offer.