

CITY OF TOPPENISH

Class Specification

Title: Pool Manager

Department: Recreation & Aquatics

Reports To: Activities Program Manager

FLSA Status: Non-Exempt **Hourly Salary:** \$23.17 - \$29.58

Union Status: Non-Represented **Effective Date:** April 10, 2023

General Summary

Under general direction performs oversight of the lifeguard functions, swim lesson instructions, and concession stand operations to facility users; supervises lifeguards, head lifeguards and cashiers. Completes functions including but not limited to developing schedules, maintaining order, and ensuring safety of facility users, and other duties as assigned. Ensures concession is stocked and equipped throughout the day. This position will be no more than 30 hours a week, and will include weekdays, weekends, and evening hours.

Essential Functions/Major Responsibilities

Oversee lifeguard functions and swim lesson instructions to facility users.

Supervise lifeguards, head lifeguards and other assigned staff.

Ensure the pool facility is prepared for opening and all equipment is in the proper location.

Assign and schedule staff for swim lessons, public swim, swim meets, pool rentals, etc.

Greets people in a professional manner both by telephone and in person, when assisting with registration or providing information. Ensures to provide a high-quality level of customer service and responds to questions, concerns, and complaints related to pool operations.

Oversee the collection of concession sales and pool admission fees, prepare the daily deposit.

Accurately updates and maintains daily log of happenings throughout the guarding shift.

Accurately performs routine pool chemical tests, records test results and maintains chemical balance of swimming pool as required by law or health standards; ensures levels remain at appropriate range at all time.

Enforce pool rules and regulations with customers.

Enforce City policies with lifeguards and staff.

Execute emergency action plan as needed.

Accurately complete incident reports and daily logs.

Requires regular and reliable attendance.

Train staff and assist with the planning and implementation of in-service training throughout the season.

Maintains close contact with, and advises, supervisors in all matters pertaining to the pool operation.

Assist with preseason and postseason preparation and cleanup

Performs other related duties as assigned.

SPECIFIC JOB KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: the philosophy, principles, and practices of American Red Cross aquatics instructional methods; the methods, techniques, materials, equipment, and safety precautions associated with teaching and operating aquatic program; the routine maintenance of commercial pool facilities; cash management operations and record keeping; principles, practices, and applications of life saving and first aid techniques; rules and regulations regarding pool use; interpersonal skills using tact, patience and courtesy.

Ability to: supervise pool staff in an effective manner; communicate effectively orally, in writing, and by demonstration; establish and maintain effective working relationships with City employees, participants, and the public; give, receive, follow through with directions; work independently with established policies and procedures; communication skills; enforce pool rules and regulations; and act quickly and calmly in emergency situations.

Ability to establish and maintain effective working relationships with City employees, participants, and the public; to continually demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, beliefs, economic and social backgrounds.

Ability to work with self-direction and limited direction or oversight; maintain sustained attention to detail, and work under timeline pressures. Must possess ability to make appropriate decisions and quickly adapt to changing priorities and demands. The ability to positively receive feedback and take directions is essential.

WORKING ENVIRONMENT:

Will be constantly exposed to water, chloring, and other chemicals related to pool maintenance, cleaning agents and disinfectants, slippery surfaces, heat, sun, insects, and other summer weather conditions. Needs to be able to move around pool area and into/out of pool area. Constant use of arms and hands in reaching/handling/grasping/fingering while performing duties. Frequently ascends/descends stairs, ladders, and other inclines while maintaining balance. Occasional heavy work includes lifting and carrying up to 100 pounds. Constant use of all senses including feeling/talking/hearing/seeing while performing tasks as assigned. Must be able to distinguish color and maintain long-term and short-term memory. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Unusual Working Conditions


May be required to work evenings, weekends, early mornings, split shifts, and holidays, and be able to respond to emergencies with minimal notice. May require lifting objects weighing over 50


pounds. Will be exposed to chlorine and other chemicals related to pool maintenance, cleaning agents and disinfectants, slippery surfaces, heat, sun, insects, and other summer weather conditions.

EXPERIENCE AND TRAINING REQUIREMENTS:

Prior experience in an aquatics facility, program, or industry preferred. Prior experience supervising or leading teens and young adults is required. Prior customer service experience is required. Must possess/obtain and maintain a Basic First Aid/CPR certificate prior to first day of employment.

APPROVED:


Debbie Zabell, City Manager


Date