



JOB TITLE: Assistant Pool Manager
DEPARTMENT: Parks
FLSA STATUS: Non-Exempt
REPORTS TO: Pool and Events Manager

I. POSITION SUMMARY

This position is responsible for assisting the Pool & Events Manager in the operation of the Town swimming pool facility, associated aquatics programs, concessions, and special events hosted within Town. This position shall work at the direction of the Manager during the aquatics season.

II. Experience and Duties

Requirements of Work

- assist in operation and maintenance of swimming pool facility;
- uphold health and safety standards and practices, which relate to the operation of public pools and concessions;
- uphold the principles, practices, and application of lifesaving and first aid techniques;
- uphold the rules and regulations pertaining to pool use;
- uphold the principles and practices of supervision;
- assist in maintaining recordkeeping and procedures.

Essential Duties and Responsibilities

To be successful in this role, an individual must be able to perform in a satisfactory manner the functions listed below. This list is not exhaustive; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assisting in maintaining daily inventory management of the pool facility
- Assist daily chemical check with documentation
- Balancing registers
- Selling passes
- Helping with concession sales
- Answering phone calls and general questions
- Scheduling swim lessons and assigning instructors/dates/times
- Interacting with customers
- Overseeing opening duties
- Overseeing closing duties
- Reporting maintenance issues to Parks Director
- Keeping facility clean
- Maintaining a safe, bully-free facility
- CPR/First Aid certified

III. COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

- Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations. Team Work - Balances team and individual responsibilities.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Presents numerical data effectively; Able to read and interpret written information.
- Quality Management - Demonstrates accuracy and thoroughness. Ethics - Works with integrity and ethically.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.
- Adaptability - Adapts to changes in the work environment.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; Completes tasks on time or notifies appropriate person with an alternative plan.
- Initiative - Asks for and offers help when needed. Judgment - Exhibits sound and accurate judgment. Planning/Organizing - Uses time efficiently.
- Professionalism - Approaches others in a tactful manner. Quantity - Completes work in timely manner.
- Safety and Security - Observes safety and security procedures.

Education/Experience:

High school diploma or GED is required. Preferred two (2) to five (5) years of experience relating to public pool management and/or concession management.

Language Ability:

Ability to respond to common inquiries and complaints from customers, regulatory agencies, or members of the community.

Math Ability:

This position requires the employee to perform basic mathematical calculations, measurements, and elevations.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Word Processing software: Spreadsheet software and Internet software.

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.

- Ability to stand and sit for periods of time and to move intermittently throughout the workday;
- Ability to work both indoors and outdoors with exposure to hot, cold and inclement weather conditions;
- Ability to perform focused work with close attention to detail, using strong sensory skills such as good eyesight, hearing and manual dexterity;
- Ability to push, pull and move up to fifty (50) pounds.