

CITY OF COVINA
ASSISTANT POOL MANAGER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, assists with the coordination of the day-to-day operations of the swimming pool, including preparing the facility, assisting with scheduling of employees, and supervising classes; plans and directs aquatic events; supervises the maintenance of the facility; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Assistant Pool Manager** is the supervisory level class responsible for assisting with the daily operations of the swimming pool. This class is distinguished from the next higher classification of Recreation Services Supervisor in that the latter has overall responsibility for the Recreation Services Division.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Recreation Services Supervisor - Aquatics. Exercises indirect supervision over subordinate staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Assists in monitoring and supervising the day-to-day operations of the aquatics program, which includes supervision of Lifeguard/Instructors, and enforcing and explaining pool regulations and policies; administers first aid and performs emergency rescues.
- Maintains proper health specifications, in restroom and locker areas and taking all safety precautions.
- Manages the daily opening and closing of the facility.
- Supervises swim teams and instructors; tests and evaluates participants in swim classes for advancement; assists with the supervision of volunteers.
- Assists with employee schedules; completes reports on accidents, rental evaluations, and chemical tests; trains and assists with the training of Lifeguards, and other aquatics staff; verifies and checks aquatics staff timecards; submits timecards to Recreation Services Supervisor; coordinates and facilitates staff meetings; assists with special events, including Dive-Ins.

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- Completes, reviews and files accident and incident reports; assists with follow-up related to reports; purchases, checks and maintains First Aid Equipment; performs daily safety checks and inspections of the facility and all equipment.
- Interacts with the public and ensures excellent customer service is given at the pool; communicates with program leaders of groups renting pool facilities; orientates parents of children in swim lessons; answers questions and complaints from the public.
- Tracks daily attendance and enrollment of swim lessons; communicates and assists the Registration Office staff with aquatics issues and questions regarding programs; adds or changes aquatics classes to meet public needs.
- Interviews and assists in hiring part-time staff; supervises all aquatics staff; evaluates staff; recommends disciplinary actions as needed; coordinates the Junior Lifeguard Program.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, stooping, squatting, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when reading correspondence, statistical data and using a computer. The need to lift, drag and push files, paper and equipment weighing 25 pounds or more is also required. The incumbent may use cleaning chemicals, or pool chemicals, which may expose the employee to fumes, dust and air contaminants. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold and is required to swim.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Assistant Pool Manager**. A typical way of obtaining the required qualifications is to possess the equivalent of two years of college level courses in recreation, physical education, or a related field, and at least two years of aquatics experience in a municipal or commercial setting.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license. Possession of the following certifications are required: E.L.I.T.E, Lifeguard Training, CPR, and First Aid certifications, as well as EMS 7-1/2 hours of safety training.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles and practices of aquatics programs; facilities, operations and techniques used in aquatics programs; methods and techniques of supervising volunteers, part-time, seasonal and/or contractual staff; lifeguard training and basic pool safety; current techniques in swim lesson instruction; basic principles of mathematics; applicable federal, state and local laws, codes and regulations related to aquatics programs, including safety practices and SB 198 laws; modern office equipment, including a computer and applicable software; methods and techniques of scheduling work assignments and facility usage; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Plan, organize and coordinate the activities of the community pool and aquatics programs; work flexible hours, including evenings and weekends; analyze assigned programs and develop and recommend appropriate responses; learn more complex principles, practices, techniques, and regulations pertaining to assigned duties; implement, explain and apply applicable laws, codes and regulations related to aquatics programs; plan and lead the work of volunteers and part-time staff; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; enforce safety rules relating to assigned recreational events; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate standard recreation tools and equipment; operate an office computer and a variety of word processing and software applications.