

# SWIMMING POOL ASSISTANT MANAGER

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City of Sedgwick, Kansas

Public Works – Swimming Pool

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## Position Summary

Under the supervision of the Pool Manager, this is a hourly non-exempt, seasonal position under the Federal Labor Standards Act. Successful applicants will be expected to assist the pool manager in daily operations of the community pool and splash pad. Applicants must possess a current American Red Cross CPR-PR, First Aid, and LGT or equivalent certifications or be able to obtain one prior to the start of the season. This position requires a working knowledge of swimming pool water treatment requirements, and must be able to recognize when treatment and/or cleaning needs arise. This employee should possess strong organizational, supervisory, and public relations skills. Applicants must be at least 18 years of age and have a minimum of 2 years experience as a lifeguard.

## Essential Functions

1. Monitor assigned recreational pool area to detect hazards, disturbances, or safety infractions, by practicing preventative lifeguarding.
2. Recognize and respond effectively in emergencies.
3. Enforce all City of Sedgwick Pool Policies and Procedures
4. Instruct Swim Lessons
5. Assists with daily incident and cash reports
6. Assists with scheduling staff, and serves as a liaison between the pool manager and pool staff
7. Assists in the cleaning of the facility and related areas and maintenance and operation of pool equipment.
8. These examples are not intended to be all-inclusive. Other job-related duties may be assigned as needed.

## Marginal Functions

1. Performs other duties as deemed necessary or assigned.

**Swimming Pool Assistant Manager**  
Position Requirements

**Experience:** One year in pool operation is preferred. Two years of lifeguard experience is required. Employee will be required to supervise lifeguard duties, cleaning and vacuuming the pool as required, cleaning and disinfecting restrooms as required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within one month of employment.

**Education:** This position requires a high school diploma or GED. A good understanding of the chemical requirements, cleanliness, and daily operation of pool and facilities is required. This employee must possess a CPR, Life guarding, and WSI Certificate.

**Technical Skills:** A working knowledge of swimming pool water treatment requirements. Employee should be able to recognize when cleaning and/or treatment needs arise. The ability to perform CPR and life saving techniques, and the ability to remain calm during a crisis is required. Some financial or accounting skills are required to account for monies received.

**Problem Solving:** Problem solving is a factor in this position. This employee encounters problems with scheduling of lifeguards, citizen complaints and other control problems with adults and children using the pool.

**Decision Making:** Decision making is a factor in this position. This employee must be capable to make instant decisions concerning life safety issues, and must also be able to analyze and deal with other problems as they arise.

**Supervision:** This employee works under the frequent supervision of the Pool Manager.

**Financial Accountability:** This position requires that the employee be trustworthy, as they handle monies and resources from passes, tickets, and concessions on a daily basis. This employee does not participate in the annual budget process; but makes recommendations for future capital expenditures.

**Personal Relations:** Daily contact with the general public, city employees and supervisory personnel is expected. Employee must be able to handle and deal with situations as they arise in a timely and courteous manner.

**Working Conditions:** Some adverse working conditions exist within this position. Exposure to human blood and body fluids and hazardous chemicals is expected. This position requires daily contact with the general public, and must deal with complaints or infractions as they arise.

**Physical Requirements:** Limited physical activity is required to perform the daily duties of this position.

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*The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.*

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***THIS JOB DESCRIPTION LAST UPDATED IN January, 2023.***