

Class Title: Pool Manager

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Promotes and plans city-wide aquatic programs. Supervises staff and manages budgets. Oversees beach front and seasonal site managers and facility operations.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	M	Manages the facility by overseeing and ensuring facility, staff, and public safety, managing facility rentals, planning, organizing, implementing, instructing, evaluating and overseeing aquatic programs and fee based classes for all city-wide events, overseeing facility scheduling and maintenance upkeep, preparing budgets, tracking expenditures, recommending and purchasing equipment and supplies, functioning as a lifeguard at open swims, programs, and special events, instructing American Red Cross \"Learn to Swim\" classes, fitness, and other classes, developing, promoting, and marketing facilities and program activities, writing press releases, and attending training sessions and work shops.
2	L	Provides supervision and information by hiring, supervising, training, scheduling and evaluating staff, supervising volunteers, handling customer concerns and inquiries, and interacting with community meetings and civic leagues as recreation representative.
3	S	Monitors budgets by researching and compiling data, entering and overseeing data entry of budget expenditures and developing the budget for the Aquatics unit.

CSC Adopted: October 2001 , CSC Revised: _____

CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Two years experience.
Certifications and Other Requirements	Valid Driver’s License, CPR and CPR for professional rescue, First Aid Certification, Lifeguard Training/Instructor Certification, AED/Adult CPR Certification
Reading	Work requires the ability to read reports, documents, schedules, contracts, performance reviews, work orders, various reports, grants, proposals, budgets, requisitions, lesson plans and correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write schedules, memorandum, performance, reviews, request forms, lesson plans, proposals, requisitions, grants and reports.
Managerial	Managerial responsibilities include planning programs and classes, hiring and directing staff, and participating on various committees, managing the budget, planning and managing staff and facility schedules, planning and scheduling training.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a group of regular employees in a work unit, including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents. Quick judgement and response are essential in making life or death decisions.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, vendors and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: _____

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Observation, supervision, teaching classes, guard stand
Sitting	C	Computer, desk work, sitting at guard stand
Walking	F	Observation, monitoring patrons, on deck
Lifting	F	Accident victims, students in class, aquatic equipment and supplies, furniture, deck equipment, debris or trash
Carrying	O	Accident victims, aquatic equipment and supplies
Pushing/Pulling	F	While vacuuming pool, moving furniture, deck equipment
Reaching	F	Assisting victims, students, retrieval of equipment or supplies
Handling	C	Chlorine, aquatic equipment and supplies, furniture, deck equipment or supplies, cleaning materials and supplies, accident victims, money or coin lockers
Fine Dexterity	C	Computer keyboard, calculator, writing
Kneeling	F	Empty coin lockers, checking chemicals/chemical levels, working with vacuuming equipment, scrubbing pool tiles, hooking lap lines in pool
Crouching	F	Empty coin lockers, checking chemicals/chemical levels, working with vacuuming equipment, scrubbing pool tiles, hooking lap lines in pool
Crawling	N	
Bending	C	Retrieval of trash or debris from pool or outside areas, straightening deck equipment, demonstration in training classes
Twisting	F	Teaching classes, and fitness
Climbing	F	Getting in/out of guard chair, in/out of pit to vacuum system
Balancing	F	Demonstration of swim skills, on deck, getting in/out of guard chair, in/out of pit to vacuum system
Vision	C	Computer, desk work, reading, observations, supervisions, teaching, driving, swimming
Hearing	C	Telephone, co-workers, staff, supervisor, patrons, citizens, distress calls, vacuuming
Talking	C	Telephone, co-workers, staff, supervisor, patrons, citizens
Foot Controls	F	Driving
Other (specify)	C	Swimming: To stay in physical condition for training classes and teaching of technique

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, laser or inkjet printer, copy machine, fax machine, telephone, calculator, handicap ramp and lift, back boards, automatic vacuum, pool pump, back wash system, chlorinator, chlorine tanks, c02 tanks, two-way radios, automated external defibrillators, inter/intranet, citrex, CD/tape player, VCR/TV stop watches, chemical test kits, answering machine, digital camera, microsoft software, printshop deluxe, whistle, other related software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Dirt and Dust	D
Chemical Hazards	D	Extreme Temperatures	D
Electrical Hazards	D	Noise and Vibration	D
Fire Hazards	D	Fumes and Odors	D
Explosives	D	Wetness/Humidity	D
Communicable Diseases	D	Darkness or Poor Lighting	W
Physical Danger or Abuse	D		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	X
Other (see 2 below)	X

- (1)
- (2) Beach front, Indoor/outdoor swimming pools

PROTECTIVE EQUIPMENT REQUIRED:

Gloves, apron, CPR mask, goggles/eye protection, eye wash station, hepatitis B shots, blood spill kits, first aid kits, bag mask valve, facemask, sunscreen, sunglasses, rescue can, tube and board, shepards crook

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	C

- (3)