

POOL MANAGER

DEFINITION

Supervises the operation of the Veteran's Home pool for the Town of Yountville's annual recreational swim program, including staff, programs and facilities.

DISTINGUISHING CHARACTERISTICS

The incumbent in this single position class performs a wide variety of aquatic and other pool related activities to successfully provide the Town with a safe and rewarding summer pool recreation program.

SUPERVISION RECEIVED/EXERCISED

Program supervision and direction is provided by the Recreation Coordinator. Supervisory responsibilities entail training, disciplining, including scheduling and monitoring the work of seasonal employees engaged in pool and pool related activities.

ESSENTIAL DUTIES

Plans, develops, promotes, coordinates and supervises the instruction of swimming classes; organizes staff safety training and teaches Red Cross safety classes; performs lifeguard duties, water safety, first aid and CPR; schedules instructors and obtains substitutes; ensures that all instructors and pool staff maintain proper certification; inspects pool facility and ensures safety and cleanliness; tests and corrects chemical balance of pool; trains, assigns work and evaluates assigned seasonal staff; prepares schedules for pool use, staffing, classes and testing; resolves problems related to pool chemicals, operations and capacity; assists with various special recreation events. Responsible for assisting in fee collection for swim lessons and fee generated activities.

OTHER DUTIES

Provides liaison with Veterans Home maintenance staff; signs and submits time cards for pool staff; may provide back up to Recreation Coordinator; coordinates staffing for special events; maintains various records related to pool use and activity; purchases uniforms and equipment for pool staff.

QUALIFICATIONS

Experience/Education/Training

Sufficient experience, education and training to establish and maintain an effective summer pool recreation program. A typical way of obtaining the required qualifications is to possess some combination of two years of lifeguard and swim instructor experience.

Knowledge/Skill/Ability

General knowledge of various activities necessary for a successful summer pool recreation program including scheduling activities, employee training in pool maintenance and water safety procedures. Skill in aquatic swim strokes. Ability to develop and direct a summer pool program; teach Red Cross classes; use life saving techniques; test water for acid and chlorine; maintain records and order supplies; maintain effective working relationships; and handle emergency situations also is required. Handling of fees and accounting for monies collected.

Working Conditions

Position requires sitting, standing, walking on level and slippery surfaces, climbing, reaching, twisting, turning, kneeling, bending, stooping, squatting and crouching in the performance of daily activities. The position also requires near, far and color vision while performing life guarding and pool maintenance activities. Additionally, the position requires grasping, repetitive hand movement and fine coordination when writing and typing class plans and related reports and when teaching classes. The need to move and push large cement chairs and special events boxes and the need to lift and carry students weighing 40 pounds or over also is required. The nature of the work requires the incumbent to work outdoors in all weather conditions including wet, hot and cold; climb ladders; walk on scaffolds; work in confined spaces and unusual heights. The incumbent uses pool chemicals and solvents exposing the employee to fumes, dust and air contaminants which may cause eye and skin irritation. The incumbent also must be available to provide life saving techniques, work irregular or extended hours, work in fatiguing conditions and with constant interruptions, makes security deposits, and at times, work with impatient and irritated patrons.

CERTIFICATES

Possession of a Water Safety Instructor, Advance Lifesaving, First Aid for Safety Personnel (Title 22) (aka EMSA) and Cardiopulmonary Resuscitation (CPR) for the Professional Rescuer certificates are required at date of appointment.

Other

May require evidence of a negative tuberculin test taken within the past two years