

## **POOL CO-MANAGER/ ASSISTANT MANAGER**

Dept: Recreation/Tourism

FLSA Status: Non-exempt

### **General Definition of Work**

Performs intermediate support work in assisting with the supervision of the day-to-day operations and maintenance of Grand Caverns pool. Supervision is exercised over pool staff. Work is performed under the direction of the Recreation/Tourism Director.

### **Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

### **Essential Functions**

Plan and supervise pool operations and staff; oversee pool maintenance; prepare and maintain appropriate records and files;

Manage and supervise concession stand operations, operate cash register, responsible for general accounting duties such as balancing drawer, end-of-day reporting, etc.

Supervise, direct, and train lifeguards in the operation and maintenance of a municipal swimming facility.

Plan and direct maintenance activities of staff; assign maintenance tasks;

Prepare purchase requisitions for supplies; oversee payroll time reporting for staff, and establish staff schedules.

Conduct interviews, recommend hiring and disciplinary action;

Interact with patrons, resolve conflicts, and explain pool rules, regulations, and policies;

Assist with the preparation and coordination of pool special events;

Other duties as assigned.

### **Knowledge, Skills and Abilities**

Must be a strong swimmer who can maneuver and navigate in the water even while carrying another person; excellent observation skills with the ability to observe and monitor swimmers and safety conditions; possess a high level of attention to detail and concentration; strong judgement and response skills with the ability to calmly assess a situation and make critical decisions to provide assistance; ability to direct the work of staff; ability to establish and maintain effective working relationships with associates, contractors, vendors, and the general public.

### **Education and Experience**

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in aquatics management, parks and recreation administration or related field, and some supervisory experience is preferred.

**Physical Requirements**

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires sitting, swimming, speaking or hearing and using hands to finger, handle or feel, occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and exposure to wet, humid conditions, exposure to chemicals related to pool operations; work is generally in a moderately noisy location (e.g. outdoor recreation, light to moderate traffic), with many interruptions.

**Special Requirements**

First Aid, CPR., and Lifeguard certified or be able to obtain training before pool season begins. Certificates in Water Safety Instructor, Adapted Aquatic Instructor and Lifeguard Training Instructor are preferred.

**Pay Range**

\$16.00 - \$19.00 per hour

Last Revised: 03/11/2025