



Position Title:	Pool Manager	Job Code:	4904-01
Reports To:	Department Chair	Job Group:	PENC
Department:	Aquatic Center	Salary Grade:	12
Prepared By/Date:	Jennifer C. Brito/05-07-2009	FLSA Status:	Exempt
Approved By/Date:	Cristina Mateo/8-10-2010		
Revised:	Jennifer C. Brito/8-27-2010		

Summary:

Performs supervisory water safety work directing a lifeguard program at a community college pool, in addition to maintaining the quality water for the competition pool and training well.

Essential Duties and Responsibilities:

- Plans, assigns, and supervises the work of subordinate lifeguards, safeguarding students and other persons using the swimming pool or facilities.
- Makes daily inspections of the pool and its equipment and instructs subordinate lifeguards on work problems.
- Maintains all water pumps, heaters, filtration systems (pool equipment)
- Maintains the quality of the water for both pools, by daily checking quality levels, cleaning water and pool surfaces
- Identify and order chemicals needed to maintain the Aquatic Facility
- Supervises the enforcement of rules and regulations relating to pool and diving well activities; resolves difficult situations that arise between the lifeguards and student/patrons and takes appropriate action to resolve the complaints and maintain good student/patron relations.
- Schedules pool use and conducts daily maintenance of the pool
- Maintains the skill and physical endurance of subordinates through regular swimming and lifesaving exercises and tests
- Administers performance tests to prospective lifeguards to determine fitness for the work
- Utilizes and trains student lifeguards used in peak work load periods; assists in the training of subordinates within departmental rules and delegated administrative duties related to the pool operation
- Seeks and maintains knowledge in all advances in techniques, equipment, and methods of lifesaving activities
- Maintains time reports on subordinate employees; prepares reports on activities and emergencies; maintains daily log on water conditions
- Maintains a safe and secure environment at all times
- Manages and maintains Colorado Timing Systems
- Performs other related duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of water rescue methods and first aid techniques.
- Knowledge of pool equipment/water pumps
- Knowledge of divisional rules and regulations relating to the use of pool facilities
- Skill in swimming, lifesaving and first aid.
- Must possess good written and verbal communication skills
- Ability to follow and issue oral and written instructions.
- Ability to read and comprehend simple instructions, short correspondence, and memos

- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization
- Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form
- Ability to deal with problems involving several concrete variables in standardized situations
- Ability to plan, supervise and direct the work of subordinates in a manner conducive to full performance and high morale
- Ability to conduct lifeguard training programs
- Ability to prevent dangerous situations from arising, to recognize emergencies and to take effective action
- Ability to handle many different areas of aquatic activities
- Ability to establish and maintain effective public relations
- Ability to work effectively in a multicultural/multiethnic environment

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

The employee frequently works in outside weather conditions and is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to extreme cold and extreme heat.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must have the physical strength and agility and freedom from disabling defects and the ability to meet such specific physical requirements as may be established by competent authority.

The employee is frequently required to stand, walk, and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision. Depth perception and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree and three (3) years of experience as a lifeguard including some supervisory experience or Associate's degree and seven (7) years of experience
- Must possess a valid American Red Cross or YMCA Water Safety Instructor and Advanced First Aid Certificates
- Certified Pool Operator (CPO) or Aquatic Facility Operator (AFO) certification
- Work is performed on an assigned shift, which may vary

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name