

**RECREATION DEPARTMENT
JOB DESCRIPTION**

ASSISTANT POOL MANAGER

EXEMPT: Yes

UNION: No

GENERAL STATEMENT OF JOB:

Assists in the daily operation and maintenance of a swimming pool and in coordinating various aquatics programs. Performs administrative, supervisory and professional duties in the operation of the pool.

EXAMPLES OF WORK PERFORMED:

Section 1. Specific Activities

- 1.1 Assists Pool Manager in daily operations and staff scheduling.
- 1.2 Communicates and takes directives from Pool Manager. Assists with scheduling staff. Assists in organization of swimming lessons.
- 1.3 Records daily and seasonal attendance. Records weather conditions. Helps to coordinate emergency drills. Assists in cleaning of pool and bathhouse.
- 1.4 Attends employee orientation and meetings as required.
- 1.5 Satisfies training requirements on a weekly basis.
- 1.6 Communicates openly with patrons/staff in a friendly manner.

Section 2. Peripheral Activities

- 2.1 Performs other duties as requested or as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Wide range of intellectual and practical problems; nonverbal symbolism; comprehend most abstruse concepts. Add, subtract, multiply and divide whole numbers.

Skill in operation of listed tools and equipment.

Employee will be familiar with details of job to do it reasonably well within 4 weeks.

TOOLS AND EQUIPMENT USED:

Safety buoys, Shepard's Crook, rescue tubes, reaching pole and other equipment associated with the pool, cash register, calculator, minor mechanical applications and general operations of the pool filtration system.

CONFIDENTIAL DATA:

Employee will maintain a high level of confidentiality concerning safety, health, and work related matters.

ESSENTIAL PHYSICAL JOB REQUIREMENTS:

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, employee constantly stands; walks; grasps; holds; uses repetitive movements; uses eye-hand coordination; hears; tastes or smells; talks; uses the telephone; has contact with general public/customers. Employee frequently sits; reaches. Employee occasionally works alone; stoops, kneels, crouches, or crawls; climbs ladders. Employee must swim 1 mile weekly.

Employee must be able to occasionally lift 100+ pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, ability to adjust focus.

ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:

The following elements serve to identify the required acceptable experience and qualifications:

1. Minimum education: High School Degree, or GED equivalent; additional courses in first aid, CPR, lifeguard training and general pool operation, and
2. Related work experience of 1 to 3 years, or
3. Any equivalent combination of education and experience.
4. First aid and CPR certification & Lifeguard Certification.

STATEMENT OF WORKING CONDITIONS:

The City of Platteville is a drug-free workplace.

The work environment characteristics described here are representative of those an employee encounters while performing 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, employee is exposed to noise from pools and individuals; temperature extremes and dampness with weather at the pool.

POSITION ACCOUNTABILITY:

REPORTS TO: Pool Manager and Recreation Coordinator.

SUPERVISION EXERCISED: Assists Pool Manager, supervises Concessions/Attendants/Cashiers, Lifeguards and Swim Instructors.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by Common Council: 4/10/01

Revision History: 7/1/96; 2/7/01; 12/31/10; 7/3/16