

# ***ASSISTANT POOL MANAGER***

**City of Tonganoxie**

**Seasonal Position**

## **POSITION SUMMARY**

Under general supervision of the Pool Manager, assists with overall administrative duties the Tonganoxie Water Park. This position may direct operations in the absence of the Pool Manager.

## **ESSENTIAL FUNCTIONS**

- Supervises all swimming pool staff under the direction of the pool manager;
- Supervises daily cleaning of facility and maintenance of equipment;
- Completes required reports and records including incidents, accidents, theft, vandalism, payroll, and daily attendance;
- Tests and adjusts pool chemistry as needed;
- Assists with pre-season and post-season preparations and cleanup;
- Assigns and schedules staff for cleaning, pool parties, team practices, and all other operations or special events;
- Issues written and oral instructions;
- Fields questions, concerns, and complaints related to pool operations;
- Communicates official plans, policies, and procedures to staff, public and administration;
- Enforces pool rules and regulations;
- Provides emergency care and treatment as required until the arrival of emergency medical services;
- Ensures the grounds are well maintained;
- Provides courteous and expeditious customer service to the general public and City department staff.

## **OCCASIONAL FUNCTIONS**

- Notifies City staff of weather related closings;
- Assists in managing scheduling conflicts to ensure adequate staffing;
- Performs miscellaneous job-related duties.

### **QuickView**

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: NON-ELIGIBLE

OSHA: BLOODBORNE PATHOGENS

WORKING CONDITIONS:  
HAZARDOUS CHEMICALS  
ADVERSE WEATHER  
MANUAL LABOR

## **ASSISTANT POOL MANAGER POSITION REQUIREMENTS**

**Experience:** Two years of pool management experience is preferred.

**Education:** High school diploma or GED

**Technical Skills:** A thorough knowledge of general management practices and procedures, mathematics, scheduling of staff. Must have a valid lifeguard training certification including CPR and a mastery of lifesaving techniques. Must understand water chemistry and adjustment procedures and be a certified pool operator.

**Problem Solving:** Moderate independent problem solving is involved in this position. This employee encounters problems with personnel, enforcement of policies, and citizen concerns.

**Decision Making:** Moderate independent decision-making is involved in this position. This employee makes decisions about resolving citizen complaints, prioritizing daily assignments, and performing daily duties in the most efficient manner.

**Supervision:** This employee is subject to general supervision from the Pool Manager and may exercise supervision over subordinate staff.

**Personal Relations:** Daily contact with the general public, co-workers, supervisory personnel, and the Pool Manager is expected.

**Working Conditions:** Repetitive motion and standing/sitting for extended periods, walking bending, squatting and kneeling are common as part of this position.

**Physical Requirements:** Must be in sufficient physical condition to perform the responsibilities of the position.