

## **POOL MANAGER**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position is responsible for monitoring the day to day activities of the indoor natatorium. In addition to performing life guarding activities to ensure the safety of pool users, the incumbent must ensure that the pool is maintained and equipment is available and in good order. Work is performed under the general supervision of the Director of Physical Education & Athletics, who defines standard operating procedures. May oversee the work of lifeguards or aides assigned on a temporary basis for special events.

### **TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Checks and interpret gauges, flow meters, and monitors equipment for operational efficiency;
2. Tests sanitary condition of water, records temperature and adds chlorine or other appropriate chemicals;
3. Enforces compliance with pool rules and regulations;
4. Completes and maintains NYS monthly swimming pool reports, DOH inspections, pool operations manual, etc.;
5. Oversees the maintenance and sanitation of the locker rooms, restrooms, and shower area to ensure there are no health or accident hazards;
6. Maintains detailed records of employee work schedules, overtime and pool and equipment usage;
7. Inventories pool equipment and notifies superior of expended items;
8. Keeps a schedule of pool usage to avoid conflicts.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the principles and practices of water safety and artificial respiration sufficient to ensure the safety of pool users;

Ability to rescue swimmers in trouble and to administer proper lifesaving and first aid techniques;

Ability to understand and carry out oral and written directions;

Ability to operate water safety equipment;

Ability to meet and deal with the public effectively;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma.

**NOTE:** Work experience may be substituted for education on a year-for-year basis.

**POOL MANAGER** (Cont'd)

**SPECIAL REQUIREMENT:**

Candidates must possess a current American Red Cross Lifeguard Training program certificate; American Heart Association course in basic life support for the professional rescuer; current American Red Cross community CPR or the equivalents at the time of appointment.

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