City of Ogallala, Nebraska
Position Description

Class Title:	**Assistant Pool Manager**
Department:	**Parks**
FLSA Classification:	**Non-exempt**
Age Requirement:	**Minimum- 21 Years / Maximum – none**
Salary Range:	
Date Effective:	

GENERAL PURPOSE:

Assist the Recreation Facilities Manager in performing administrative, supervisory and professional work in the operation and maintenance of the outdoor and indoor swimming pool and in coordinating various aquatics programs. Acts as the Recreation Facilities Manager in the absence of the same.

SUPERVISION RECEIVED:

Works under the general supervision of the Recreation Facilities Manager.

SUPERVISION EXERCISED:

Supervises life guards, instructors and volunteers, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist the Recreation Facilities Manager in the management and supervision of assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff.

Communicates official plans, policies and procedures to staff and the general public; issues written and oral instructions

Assures that assigned areas of responsibility are performed within budget; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites workflow to improve efficiency and effectiveness of operations.

Maintains harmony among workers and resolves grievances;
Performs or assists subordinates in performing duties; adjusts errors and complaints.

Coordinates staff in the development and implementation of aquatics programs.

Directs the patrolling of the pool and the enforcement of safety rules and regulations.

Supervises classes, workshops and activities for persons engaged in aquatics programs and co-sponsored programs.

Performs a variety of miscellaneous duties such as answering phone, typing correspondence, running errands, picking up supplies needed for activities, conducting classes, selling tickets, collecting fees, review of time sheets; making arrangements for rental and use of pool, helping set up for classes, events, etc.

Responds to public inquiries about aquatics programs made by telephone, correspondence, or during public meetings.

Prepares for publication a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding aquatics programs.

Coordinates, schedules and maintains related records and statistics for programs and personnel at the swimming pools.

Coordinates special aquatics programs and registers participants.

Promotes interest and provides information regarding aquatics programs to school officials, other recreation officials, hospitals, clinics, community service groups, other departments, and the general public.

Oversees the maintenance of the swimming pool. Monitors and maintains pool filtration system. Monitors pool water chemistry through testing of water samples. Adjusts chemistry as needed to maintain standards.

PERIPHERAL DUTIES:
Works as a lifeguard as needed.

Serves as a member of various employee committees, as assigned.

Assists in the planning and management of any concession related activities, including design, layout, operation, inventory, contracting and staffing.

Assist other City Departments as required or assigned.

DESIRED MINIMUM QUALIFICATIONS:
Education and Experience:

(A) Graduation from a high school or GED equivalent.
(B) Two years recreation experience including community center programming; or
(C) An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

(A) Considerable knowledge of recreation philosophy, planning and administration; Considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive community recreation program;

(B) Skill in operation of listed tools and equipment; Skill in First Aid and CPR.
(C) Ability to develop, coordinate, and direct varied activities involved in a community recreation program; Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public; Ability to communicate effectively orally and in writing; Ability to plan and supervise the work of paid staff and volunteers.

SPECIAL REQUIREMENTS:

(A) Valid state driver's license or ability to obtain one prior to employment.
(B) If under the age of 18, must provide proof of completion of a state approved driving course, and proof of no moving traffic violation at time of hire.
(C) Employee must hold, or within one-year of date of hire must obtain, the following certifications:
    (1) First Aid;
    (2) CPR;
    (3) Advanced Lifesaving and/or Life Guard Training;
    (4) Water Safety Instructor; and,
    (5) State of Nebraska Pool Operator.

TOOLS AND EQUIPMENT USED:

Pool filtration system, chemical system and monitors, personal computer, including word processing software; calculator; copy and fax machine; phone; mobile or portable radio; automobile.

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 is frequently required to swim, walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance.

The employee must occasionally lift and/or move over 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and the ability to adjust focus.

WORK ENVIRONMENT:

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, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

SELECTION GUIDELINES:
Formal application, rating of education and experience; oral interview; 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 a 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.

Date Adopted: September 25, 2001

Revision History:

Changed by Administrative Action 2/24/11 (Pool Manager changed to Recreation Facilities Manager)