

	<h2>ASSISTANT POOL MANAGER</h2> <p>FLSA Status: Non-Exempt</p> <p>Temporary Part Time Compensation Range: Hourly Determined Annually</p>	
<p>CITY OF NEVADA CITY</p> <p>April 2022</p>	<p>Reports to:</p> <p>Pool Manager</p>	<p>Unit:</p> <p>Non-Represented At-Will</p>

DEFINITION

Under the supervision of the Pool Manager this position assists in the oversight of the aquatic facility by working with the Pool Manager in scheduling and supervising employees, maintaining the facility, equipment and aquatic programs.

EXAMPLES OF DUTIES

- Duties may include, but are not limited to, the following:
- Conduct self in professional manner.
- Give effective directions to lifeguards, cashiers, and swim instructors.
- Responsible for Pool Manager’s duties in his/her absence.
- Assists Pool Manager when required and performs lifeguards, cashier or other similar duties when needed.
- Assists with conducting in-service training sessions.
- Prepares and maintains accurate and up-to-date records and reports.
- Ensure patron and staff safety during all hours of operation by overseeing the safe and proper operation of pool; ensure pool rules and safety guidelines are followed; maintain order with disruptive patrons and exercise crowd control where warranted; and refer escalated issues to supervisor or proper authorities.
- Ensure facility cleanliness and maintenance.
- Perform customer service that results in satisfied customers.

- Appropriately respond when the facility’s Emergency Action Plan is activated.
- Promote and enforce water safety procedures; effect swimming rescues; render first aid and CPR as required.
- Build and maintain positive working relationship with co-workers, other City workers as appropriate and the public using principles of good customer service.
- Assist with all Parks and Recreation programs and perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Philosophy, objectives, and requirements of a community-based aquatics program.
- Versed in all of the latest safety standards and information related to aquatics.
- Versed in all the program and operational information related to the Nevada City Pool and other parks and recreation programs.
- On a continuous basis, know and understand operations and observe safety rules; walk; swim with proficiency and endurance; render life-saving measures; interpret policies and procedures; explain operations and problem solve issues for the public and with staff; be versed in all the latest safety standards and information related to aquatics.

Ability to:

- Demonstrate leadership abilities and conduct self in a professional manner.
- Balance a cash drawer.
- Lead and supervise staff and volunteers effectively.
- Able to function effectively under direct supervision and to receive direction and follow written and oral instructions.
- Ability to handle multiple tasks and prioritize to complete by the assigned deadline or in a timely manner.
- Have good communication, both verbally and in writing.
- Ability to communicate tactfully with customers who may be difficult and give corrective feedback to staff and inform the Pool Manager of any incidents, concerns or needs.
- Establish and maintain effective working relationships with those contacted in the course of work.

- Ability to remain calm in emergency situations.
- Take responsibility for all situations/occurrences that take place at the aquatics facility while on duty as Assistant Pool Manager.
- Have a desire to create and supervise quality aquatics programs.
- Perform Head Lifeguard, Lifeguard, Cashier, and Swim Instructor duties as needed.
- Work outdoors in a variety of weather conditions and in temperatures 100° or higher.

Skill in:

- Perform CPR for at least 15 minutes.
- Perform first aid.
- Perform rescue skills as demonstrated in the American Red Cross Lifeguard Manual
- Swim 500 yards and tread water for two (2) minutes.
- Working with children and the public.

EDUCATION AND EXPERIENCE REQUIRED

- Must be at least 18 years of age.
- Must have a minimum of one season’s experience as a head lifeguard with the city of Nevada City or similar position.

LICENSES AND CERTIFICATIONS

- Must possess a current Lifeguarding Certificate with CPR/AED for the Professional Rescuer
- American Red Cross First Aid Certification
- Other training will be provided by the city that may include American Red Cross lifeguard, Title 22 first aid and/or administering emergency oxygen training.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Must be physically able to perform the duties of this position, including being in a setting with moderate to higher-than-normal noise levels and be able to stand for long periods of time; ability to bend, squat, kneel, lift, reach, push and stretch as needed. Must have vision to read printed materials and a computer screen; hearing and speech to communicate in person. Must be able to lift or carry items weighing up to 40 pounds. Employees may be required to work on evenings, weekends and holidays and participate in afterhours on-

call assignments. Incumbents work outdoors in environments that may require being near mechanical parts and may occasionally be exposed to wet and/or humid conditions and extreme cold and/or heat. Some accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

OTHER REQUIREMENTS

Expected to be energetic, enthusiastic, creative and a strong leader as well as reliable and dependable.
Employees may only request seven (7) days off from work during each summer season.

Mandatory participation in pre-season and weekly in-service training (only two (2) weekly trainings can be missed).

This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

NOTE: All employees of the City of Nevada City are designated by both State law and city personnel rules to be available for assignment to perform public safety services not specifically stated herein in the event of emergency or disaster, as deemed necessary by the city. Such assignments may be in the event of either a declared or undeclared emergency or natural disaster that threatens the life, health and/or safety of the public and may be to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employees' normal work assignments and may continue through the recovery phase of the emergency.

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.