

Assistant Pool Manager – City of Port Aransas, Texas

Job Title: Assistant Pool Manger
Department: Parks & Recreation Department
Reports To: Pool Manager
FLSA Status: Non-exempt
Prepared By: Linda Merritt, Pool Manager
Salary/Grade: 16
Date: 5/16/2019

Summary: Serves as the Operations Manager of the Pool Facilities in the absence of the Pool Manager, with the aim to provide recreational activities to the public by performing the following duties personally or through subordinate staff.

Essential Duties and Responsibilities include the following:

- Assist the Pool Manager in supervising the pool employees
- Assists the Pool Manager in carrying out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems
- Assists the Pool Manager in promoting community participation in aquatic facility by establishing programs, events, and classes
- Assists the Pool Manager in compiling record of pool activities
- Assists the Pool Manager in handling rental contracts and schedules pool activities
- Assists the Pool Manager in ordering supplies and necessary equipment
- Assists the Pool Manager in enforcing regulations and policies governing operation of pool facility
- Oversees pool lifeguards and engages in keeping premises of pool facilities clean and in good repair
- Inspects the facility daily for any unsafe conditions
- Attends all in-service training sessions
- Responds quickly and effectively in emergencies
- Completes any necessary records and reports
- Assists with teaching swim lessons

Supervisory Responsibilities:

Supervises Pool Lifeguards and Senior Guards in conjunction with or in the absence of the Pool Manager.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies-

- *Problem Solving:* Identifies and resolves problems in a timely manner; Develops alternative solutions; Uses reason even when dealing with emotional topics
- *Technical Skills:* Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- *Customer Service:* Manages difficult or emotional customer situations; Responds promptly to customer needs.
- *Interpersonal Skills:* Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

- *Oral Communication:* Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- *Written Communication:* Writes clearly and informatively; Able to read and interpret written information.
- *Teamwork:* Balances team and individual responsibilities; Puts success of team above own interests; Supports everyone's efforts to succeed.
- *Delegation:* Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.
- *Managing People:* Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth.
- *Quality Management:* Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- *Organizational Support:* Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.
- *Judgement:* Displays willingness to make decisions; Exhibits sound and accurate judgement.
- *Planning/Organizing:* Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks.
- *Professionalism:* Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions.
- *Quality:* Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality.
- *Safety and Security:* Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- *Adaptability:* Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- *Dependability:* Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to long hours of work when necessary to complete goals.
- *Initiative:* Volunteers readily; Asks for and offers help when needed.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Degree from college or technical school; and three years related experience and/or training; or equivalent combination of education and experience.

Language Skills: Ability to read and comprehend documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and group situations to customers, clients, and other employees of the organization.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized

situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills: To perform the job successfully, an individual should have knowledge of internet software and word processing software.

Certificates, Licenses, Registrations: Must have up to date certifications in American Red Cross for: Lifeguarding and First Aid, CPR/AED for the Professional Rescuer, Bloodborne Pathogens Training, Certified Pool Operator, and must have a valid Texas Driver’s License in good standing.

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.

The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee occasionally is required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and 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 the job, the employee is exposed to outside weather conditions; extreme cold and extreme heat; toxic or caustic chemicals. The employee is occasionally exposed to moving mechanical parts; high precarious places and risk of electric shock. The noise level in the work environment is usually moderate.

Additional Requirements: Employee is subject to a complete criminal history and child protective services background search with acceptable results.

EMPLOYEE: _____

Date: _____