



CLASS SPECIFICATION

Class Code: 4013
Date Est: 07/1973
Last Rev: 02/2015
Last Title Chg: 12/2013
FLSA: non-exempt

SEASONAL POOL MANAGER

DEFINITION

Under general direction, manages, supervises and directs the functions and activities of Washoe County public swimming facilities and personnel; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Must have at least nine months experience as a lifeguard. Additional license and certification requirements are listed below.

LICENSE OR CERTIFICATE

Current certifications in Lifeguard Training, First Aid, CPR for the Professional Rescuer or equivalent (American Heart Association BCLS-C), and Pool and Spa Operator (CPO) are required within two weeks of appointment.

A valid driver's license may be required at the time of appointment.

SUPERVISION EXERCISED

Exercises direct supervision over support staff, which includes Senior Lifeguards, Lifeguards, and Cashiers.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Enforce policies and regulations for County public swimming facilities in coordination with Washoe County Health District, OSHA, and national guidelines.

Supervise seasonal aquatics staff and assist in orientation and training in lifesaving, first aid techniques, and Risk Management policies.

Schedule work assignments to ensure adequate coverage of work shifts to maintain standards of pool and water safety.

Follow established maintenance procedures at swimming facilities, procuring supplies and assisting with maintenance functions.

Ensure that support staff is adhering to Washoe County Health District requirements regarding maintenance, chemical levels, training, and operations.

Review time sheets prior to being submitted for payroll purposes.

Assist in the planning, coordination, and scheduling of special events and programs at swimming facilities.

Be responsible for supervising fee collection, deposits, and purchasing.

Assist in the development of reports and studies for submission to the Board of County Commissioners and the Washoe County Park Commission.

Assume the duties of a Head Life Guard, Lifeguard, or Cashier when needed.

Assist in promotion of activities/events for department.

Assist in the interviewing, training, supervision, and evaluation of aquatic staff.

Ensure that assigned staff performs duties and responsibilities in a safe and prudent manner, which does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Department/division policies and procedures.

Countywide personnel policies.

Ability to:

Plan, coordinate, supervise, and direct Washoe County swimming facility functions and operations to accomplish established goals and objectives and optimize efficiency.

Supervise personnel, including training, assigning, and reviewing work, administering discipline and conducting performance evaluations.

Interpret and enforce rules and regulations pertaining to use of County public swimming facilities.

Maintain a variety of records pertaining to cash receipts, time cards, accident reports, swim lessons, training sessions, hepatitis B vaccinations, Washoe County Health District, OSHA, and Risk Management inspections.

Maintain and service all pump room and maintenance equipment with minor repairs and routine maintenance.

Implement work methods and procedures, which promote a safe working environment and ensure proper staff training in work safety.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Advance life saving and water safety techniques.

Pool equipment operation and health standards.

Principles of supervision and training.

Appropriate chemical applications and levels.

Ability to:

Plan and coordinate swimming facility functions and activities.

Swim with proficiency and endurance.

Maintain keen observation of pool areas for water safety, prevention, and risk management.

Remain calm and composed during emergency situations.

Deal effectively and tactfully with the public and subordinate employees.

Train and supervise subordinate employees.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to stand for extended periods. Ability to frequently walk, reach, climb, stoop and kneel. Ability to walk on slippery and uneven surfaces. Ability to maintain sustained physical exertion. Ability to see and hear swimmers in distress. Demonstrated ability as a competent swimmer. Ability to operate pool maintenance and testing equipment. Ability to tolerate exposure to constant noise, solvents, and chemicals. Ability to lift and carry up to 50 pounds. Ability to work outdoors and tolerate exposure to the sun.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.