

## CITY OF BRIDGEPORT, TEXAS

### ASSISTANT POOL MANAGER

*Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the job and are **not** intended to reflect all duties performed within the job.*

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*The City of Bridgeport does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. The City is an equal opportunity employer.*

**FLSA:** non-exempt

**STARTING PAY:** \$10.50/hour DOQ

**OPERATIONS:** May – August including some nights (up to 10:00) and weekends

#### **DEFINITION**

To assist in the supervision, coordination, and oversight of all activities related to swimming pool programs, operational activities and maintenance and repair activities; to maintain both financial and facility records; to interact with and assist the public using the pool facility; to help maintain the facility cleanliness; and to organize and manage pool programs and lifeguard staff.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Parks & Recreation Director and the Pool Manager.

Exercises direct supervision over part-time seasonal Head Guards, Lifeguards, Swim Instructors, and Guest Services Attendants.

**ESSENTIAL FUNCTION STATEMENTS** – *Essential duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Promotes the safety of all facility participants; monitors the behavior of facility participants to include those in the pool and on the pool deck; explains and enforces all pool facility rules, policies and procedures.

2. Assists in the hiring process; schedules staff for regular shifts, after hours events and special activities; maintains daily staff rotation and breaks; supervises assigned staff and evaluates their work.
3. Supplies the staff with opening and closing checklists and daily checklists; directs and supervises the collection of all fees, daily records and cash management.
4. Assists in the development and implementation of swimming pool policies and procedures.
5. Addresses and maintains security measures; maintains and regulates sanitation regulations.
6. Assists in the routine and preventative maintenance of the swimming pool and pool equipment; maintains and is responsible for the inventory of swimming pool materials and supplies.
7. Maintains facility appearance; monitors full facility for cleanliness; assists with pool maintenance tasks.
8. As directed monitors, adjusts, and documents pool chemicals as needed; records a variety of facility related data; reports to Recreation Coordinator if chemicals are needed.
9. Interacts with pool facility patrons in person and on the telephone; provides information to the public; responds to and resolves public inquiries and complaints; confers with customers and lifeguards regarding problems and provides assistance as necessary.
10. Participates in the creation, promotion, registration and implementation of pool programs; oversees assigned swimming pool activities programs and plans and coordinates special events as required.
11. Assists with end of season preparations; performs pre-season pool preparations and end of season pool cleanup, storage and winterization.
12. Oversees and manages emergency situations.
13. Performs related duties and responsibilities as required.
14. Attends work regularly as scheduled, remaining alert at all times.

## **QUALIFICATIONS**

### **Knowledge of:**

Basic knowledge of pool maintenance operations including: electrical, plumbing, pumps, and filtration.

Materials, methods, and techniques commonly used in various pool operations and activities.

Selecting, supervising, scheduling and evaluating staff.  
Effective supervisory techniques.  
Customer service techniques.  
Safe work practices.  
Record keeping and report writing techniques.  
English usage and grammar.  
Occupational hazards and standard safety precautions.

**Ability to:**

Determine work schedules and coordinate, direct and organize the work of others.  
Interpret and explain applicable policies and procedures.  
Set a positive leadership role, display sound judgment, and ability to be flexible.  
Supervise the work of subordinate employees.  
Accurately handle money and compile detailed information.  
Deal with large crowds of people and noise levels.  
Able to make on the spot, quick decisions to insure safety of all users of the pool areas.  
Analyze situations accurately and select quick, effective and responsible courses of action.  
Work independently in the absence of supervision.  
Respond to inquiries and complaints from the public in a tactful manner.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *communicating with others*
- *reading and writing*
- *monitoring assigned activities and operations.*

Maintain mental capacity which permits:

- *making sound decisions and using good judgment*
- *prioritizing work activities*
- *demonstrating intellectual capabilities.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *lifting or carrying light to moderate objects*
- *operating assigned equipment.*

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and*

*abilities would be:*

**Experience:**

One year of experience directing special events, aquatic programs, or other programs. Experience in dealing with functions of an aquatic facility preferred.

**Training:**

Equivalent to a High School diploma or G.E.D. required.

**License or Certificate:**

Possession of, or ability to obtain immediately, an appropriate valid Texas Driver's License.

Possession of, or ability to obtain immediately, an appropriate valid CPR certification.

Possession of, or ability to obtain immediately, an appropriate valid lifeguard certification **preferred**.

**WORKING CONDITIONS**

**Environmental Conditions:**

Swimming pool environment. Indoor and outdoor environments; exposure to inclement weather conditions including extreme heat; exposure to chemicals and water as related to assigned tasks. Incumbent must be able to work a flexible schedule, to include call-back, shift work, early mornings, evenings, holidays and weekends to accommodate City needs.

**Physical Conditions:**

The majority of work is performed outdoors around a pool deck or swimming pool. An incumbent sits, stands, walks and runs on slippery and uneven surfaces, kneels, crouches, twists, climbs ladders and inclines, swims, reaches, bends, crawls, and pushes, pulls, drags, grasps and lifts pool equipment weighing up to 50 pounds. An incumbent must be able to meet the physical requirements of the job and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

**DISCLAIMERS**

This job description is:

1. Intended to describe the general nature and level of work being performed by any employee assigned to this job title. It is not intended to be a complete list of all job duties, responsibilities, and/or behaviors of employees in this job. It is intended to describe the essential functions of the position that a qualified individual must be able to perform, either with or without reasonable accommodation.
2. Not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under their supervision.
3. Not an employment agreement or contract. The City of Bridgeport has the exclusive right to alter this job description at any time without notice.

A criminal history, driver's license check and drug test are required for employment.

In compliance with the Americans with Disabilities Act, the City of Bridgeport will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

*This 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. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*

### ACKNOWLEDGEMENT

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Bridgeport. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management immediately to interpret these duties and expectations.

**Signature / Approval**

Date: \_\_\_\_\_

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Employee's Printed Name