

***Job Description
City of Mequon***

<u>Title:</u> Assistant Pool Manager	<u>FLSA:</u> Non-Exempt
<u>Date:</u> March 2019	<u>Present Incumbent:</u>
<u>Department:</u> Public Works	<u>Division:</u> N/A
<u>Work Location:</u> Mequon Pool	
<u>General Schedule:</u> Incumbent works up to a 40-hour per week; hours are set to meet the needs of the Mequon Pool	
<u>Pay Range:</u> N/A (hourly employee)	
<u>Represented:</u> No	<u>Bargaining Unit:</u> N/A
<u>Position's Purpose:</u> To assist with the management of the Mequon Pool and ensure safe operation of the pool facility.	
Description of the Job	
A. Essential Duties and Responsibilities:	
<u>40%</u>	Assist Lead Pool Manger to Test, interview and hire lifeguards and bathhouse personnel; provide day-to-day supervision of staff and act as resource for and mentor to pool staff; address staff performance problems and assist Pool Manager with year-end staff evaluations
<u>30%</u>	Respond to questions from pool patrons; perform other duties as assigned
<u>10%</u>	Test water chemistry in accordance with State Division of Health guidelines; prepare and submit monthly chemical reports to the State; ensure proper handling of daily cash receipts; review and approve all accident and incident reports
<u>10%</u>	Work cooperatively with the City's Public Works Department, the Mequon Rescue Squad and the Mequon-Thiensville Recreation Department on matters relating to the safe operation of the pool; assist in the development of the operating budget for the pool
<u>10%</u>	Administer policies and procedures relating to safe pool operation; update the Mequon Pool Staff Handbook; provide in-service training to pool staff, including training in CPR; assist with work schedules for pool staff.

B. Job Specifications

Required Knowledge: Knowledge of the principles and practices of CPR and ability to perform CPR; knowledge of principles and practices of lifeguarding

Required Skills/Abilities:

Technical

- Ability to perform and instruct others in CPR
- Ability to test/monitor pool water chemistry and make adjustments as needed

Communication/Interpersonal

- Ability to organize and supervise staff
- Skills in diplomacy and interpersonal relations
- Ability to evaluate and provide feedback to staff
- Ability to communicate effectively both orally and in writing
- Ability to make independent decisions, with or without supervision

C. Qualifications Required:

The above knowledge, skills and abilities are normally required through three to five years of experience as a Head Lifeguard. Equivalent combinations of training and experience could contribute toward the mastery of the above. American Red Cross Certification in CPR, First Aid, and CPR Instruction, and American Red Cross certification as Lifeguard is required and Lifeguard Instructor is highly preferred.

D. Title of Immediate Supervisor: Incumbent reports to the Buildings Superintendent and Lead Pool Manager.

E. Working Conditions:

While performing the duties of this job, the employee is frequently required to sit, stand, and walk as needed, hear, and understand within an office environment and within a noisy (outdoor swimming pool) environment, climb onto equipment and work from heights, work in extreme heat, and have routine contact with the public. The incumbent works independently and may be required to work irregular or extended hours on demand with short notice.

F. Supplemental Information:

Disclaimer: The above information on this description has been designed to indicate the general nature and level of work performed by the employee(s) within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Approvals:

Human Resources Manager

Date: _____

Department Head or Designated Representative

Date: _____

Incumbent

Date: _____