

## **Job Description: POOL MANAGER/HEAD LIFEGUARD**

**CLASS NO. 928**

**EEOC CATEGORY:** Service Maintenance

**PAY GROUP:**

**FLSA:** Non-Exempt

### **SUMMARY OF POSITION**

Effectively administers the operation of the swimming pool in accordance with city policies and state code.

### **ORGANIZATIONAL RELATIONSHIPS**

- 1. Reports to:** Parks & Recreation Manager
- 2. Directs:** Directly supervises Lifeguards and other pool staff.
- 3. Other:** Works closely with Parks and Recreation Department and the general public; has contact with other city employees.

### **EXAMPLES OF WORK**

#### **Essential Duties\***

Schedules lifeguard staff to provide adequate protection for patrons.

Coordinate and oversee lifeguard programs at the facility, including, but not limited to recreational swimming, swim lessons, and other pool programs and events.

Act as lifeguard when necessary.

Prepare and submit weekly payroll reports to Parks and Recreation Department.

Maintain a daily record of maintenance, pH and chlorine readings in addition to filing incident and accident reports.

Supervise lifeguards and water safety instructors to ensure an adequate level of safety and the enforcement of city and state policies, rules and regulations.

Prepare the pool and surrounding areas for approved programs and perform general maintenance and upkeep of the facility.

Create a positive community relationship between the city and patrons of the city pool.

Assist in rendering first aid according to the standards established by the American Red Cross.

In instances when it becomes necessary, be prepared to make water rescues.

## **CLASS NO. 928 (Continued)**

Alert Parks & Recreation Manager of all problems and needs concerning pool maintenance.

Ensure daily routine maintenance and cleanliness of general pool area including bathhouses and coordinate with 3<sup>rd</sup> party company for outsourcing cleaning of the pool to ensure good quality.

Open and close facility as dictated by hours of operation schedule, weather circumstances, or any other health or safety concerns.

Report all unusual situations, incidents and accidents to the Parks & Recreation Manager.

Schedule, Prepare, instruct, and document lifeguard in-services and trainings at least 60 minutes each week.

Attend all staff meetings as scheduled by Parks & Recreation Manager.

### **Other Important Duties\***

Performs such other related duties as may be assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* general pool facilities operations, personnel policies.

*Skill/Ability to:* interpret and communicate to others rules, regulations, and guidelines set forth by the city; following procedures, scheduling personnel, creating and maintaining a positive community relationship.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

High school graduation, or its equivalent;

At least three years experience at a public pool as a lifeguard, or equivalent experience.

### **CERTIFICATES AND LICENSES REQUIRED**

Appropriate Texas driver's license or available alternate means of transportation;

American Red Cross Lifeguard certification, or its equivalent;

American Red Cross Water Safety Instructor certification, or its equivalent;  
Certified Pool Operator, or its equivalent

### **JOB PHYSICAL, MENTAL AND/OR EMOTIONAL REQUIREMENTS**

**CLASS NO. 928** *(Continued)*

The City will comply with the American with Disabilities Act, including the American Disabilities Act Amendment Act, and all other Federal, State and Local legislative requirements. The Facility will ensure that reasonable accommodations may be made to enable a qualified individual with a disability to perform the essential functions of that position.