

POSITION: LA CYGNE POOL ASSISTANT MANAGER

Title: Pool Assistant Manager

City of La Cygne

Public Works Department/City Hall Administration

DEFINITION:

Perform as manager on duty when the Pool Manager is off. Be an example to other Lifeguards at all times.

REQUIREMENTS:

Applicant must be at least 20 years of age and have a valid driver's license;

Applicant must pass the Lifeguard Certification class;

Applicant must have reliable transportation.

WORK HOURS:

Pool Assistant Manager: is a seasonal, exempt employee position for the period of April through August. An employee in this type of position is scheduled to work approximately 30-40 hours per week. There is potential for adjustments in work pace and work hours depending upon the season and events.

SUPERVISION:

Work is performed under the supervision of the Deputy City Clerk and Public Works Superintendent or designated Park Council Committee member, the Pool Manager.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

- Participate in Manager training for the La Cygne Community Pool;
- Create swim lesson schedule and curriculum;
- Complete First Aid/CPR training;
- Attend in-service days and staff meetings;
- Process daily Admission and Concession receipts for nightly deposit, in Managers Absence;
- Perform daily Chemical readings every 2-hours, in Managers Absence;
- Assist with daily supervision of Lifeguards.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Capable to swim a 300-yard distance;
- Able to lift between 15-30 lbs. in a safe and controlled manner;
- Ability to prepare legible and accurate records;
- Basic safety knowledge of procedures for working from heights and off ladders;
- Ability to understand and follow verbal and written instructions;
- Ability to work effectively with other employees and the public;
- Good person hygiene and appearance;
- Supervisory and organizational experience is preferred.

PHYSICAL CHARACTERISTICS OF WORK:

- Climbing, stooping, kneeling, crouching, walking, lifting, reaching, hearing, grasping, typing, finger dexterity, repetitive motions and working from a ladder.
- Outside work involving frequent standing and walking, includes exposure to cold and heat. Employee may also be exposed to darkness or poor lighting, dirt/dust, fumes/odors, noise/vibration, wetness/humidity, mechanical hazards, chemical hazards and bodily injury.

CUSTOMER SERVICE RESPONSIBILITY:

The work performed at all park and pool facilities involves interaction with the patrons of the community. Respectful customer service skills are required of the employee while representing the City of La Cygne. There will be times when the employee is faced with confrontation from a patron and the city expects all situations to be handled respectfully and professionally.

TIME MANAGEMENT/RECORD KEEPING:

The employee is responsible for maintaining daily, monthly and annual records for staff, operations (chemicals readings) and equipment, in the Pool Managers absence. Writing and reporting skills are mandatory.

TECHNICAL KNOWLEDGE:

The employee must have basic knowledge for operating a standard cell phone and computer. Basic cleaning equipment skills (e.g. vacuum, power washer). Basic chemical test sampling abilities. Calculator or adding machine skills. Fire extinguisher implementation skills.