

City of Fairfax Position Analysis

Position Title: Assistant Pool Manager

Department: Swimming Pool

Supervisor: Pool Manager

Status: Non-Exempt

Primary Objective: Responsible for assisting the pool manager in the day to day operations of the municipal swimming pool and managing in their absence.

Typical Duties Performed

- Assists in supervising pool employees and developing work schedules as needed.
- Assists with plans, schedules, and organization of swimming lessons as needed.
- Assists with managing inventory of saleable goods to customers as needed.
- Assist with ensuring applicable State health codes and procedures are followed as needed.
- Assists with maintaining receipt records, deposits, and daily attendance records as needed.
- Assists with training and orients new employees in the performance of their job duties as needed.
- Functions as the pool manager during their absence.
- Identifies and handles emergency situations involving equipment and chemicals.

Essential Knowledge and Abilities

- Knowledge of laws and rules established by the regulatory bodies regarding pool operations.
- Knowledge of chemicals and chemical balance of water quality for swimming pools.
- Knowledge of the mechanics of filtration, circulation, and re-circulating equipment.
- Ability to organize personnel to assure that scheduled classes and specific jobs are performed and ensure day-to-day staffing.
- Ability to maintain accurate and complete records and prepares clear and detailed reports.
- Ability to be prepared to identify and handle emergency situations and recognize unsafe and hazardous situations.
- Ability to be able to lift up to 50 pounds.
- Ability to communicate and deal tactfully with the public reacting professionally to all types of emergencies and situations in order to maintain the safety and welfare of the public.

Working Environment

- While performing the duties of this job, the employee is regularly required to talk and hear and use hands to finger, handle, or feel. The employee is required to stand and sit for prolonged periods.
- Work involves routine exposure to irritant/fumes, hazardous chemicals, temperature extremes, vibrations, and noise.
- The employee is occasionally required to walk and reach with hands and arms.
- The employee must occasionally lift and/or move up to 50 pounds.
- The employee has frequent contact with the public.
- The noise level in the work environment is usually moderate.
- The employee works indoors and outdoors.
- The employee may be required to work nights, weekends, and holidays.

Minimum Qualifications

- Must be 18 years of age or older.
- Valid MN Class D Driver's License.

Desired Qualifications

- First Aid & CPR Certification.
- Water Safety Instructor Certification.
- One year experience in swimming pool operations and procedures.
- Demonstrated ability to manage and supervise employees.
- One year experience working with the public.

NOTE: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, or skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.