

POSITION DESCRIPTION

Class Title: **Assistant Pool Supervisor**

Department: Parks and Recreation

Worker's Comp Group No. 054

Date: April 7, 2005

GENERAL PURPOSE

Assists in the administration and supervision of the operation and maintenance of the Town of Wytheville's Swimming Pool.

SUPERVISION RECEIVED

Works under the direct supervision of the Pool Supervisor and the general supervision of the Director of Parks and Recreation.

SUPERVISION EXERCISED

Supervises pool personnel and volunteers as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assists the Pool Supervisor in the administration of the swimming pool as requested including, but not limited to, determining work procedures, preparing work schedules, expediting workflow; assisting in training, motivating and evaluating staff; coordinating programs; collecting fees; distributing equipment.
2. Assists the Pool Supervisor in the maintenance of the swimming pool; monitors and maintains pool filtration system; monitors pool water chemistry through testing of water samples; adjusts chemistry as needed to maintain standards.
3. Maintains safe, clean, orderly environment at all times; enforces all policies and procedures of the department; confronts inappropriate behavior and deals with problems according to established procedures.
4. Maintains harmony among workers and resolves grievances; assists subordinates in performing duties.
5. Assists in the preparation of required reports; prepares attendance, accident and routine accounting reports; coordinates, schedules and maintains related records and statistics for programs and personnel at the swimming pool.
6. Performs a variety of miscellaneous duties such as answering phone, running errands, selling tickets, collecting fees, making arrangements for rental and use of pool, setting up for programs, events, etc.
7. Promotes interest and provides information regarding recreation programs to the general public and others as requested.
8. Prepares the pool facility for the opening and the closing of the season; inventories and properly stores all furniture and equipment; cleans facility.

PERIPHERAL DUTIES

Performs related work as required.

DESIRED MINIMUM QUALIFICATION

Education and Experience:

1. High School Diploma.
2. One year's experience in swimming pool operations preferred.
3. One year's experience in supervisory position.
4. An equivalent combination of education and experience.

Necessary Knowledge, Skills, and Abilities:

1. Ability to demonstrate a working knowledge of the equipment, facilities and operations of a swimming pool.
2. Skill in operation of listed tools and equipment; skill in First Aid and CPR with current cards from the American Heart Association or American Red Cross.
3. Ability to deal effectively with the public in a pleasing manner and display a great amount of tact and diplomacy; ability to establish and maintain effective working relationships with employees, supervisors and the general public.
4. Skill in life guarding with a current certification by the American Red Cross.

SPECIAL REQUIREMENTS

First Aid, CPR, and Lifeguard Certification required; W.S.I. Certification preferred; Certified Pool Operator or Aquatics Facility Operator Certification required or ability to obtain within 6 months.

Required training and/or certifications will be paid for by the Town; however, if the employee resigns prior to six months of employment, any fees paid by the Town will be reimbursed to the Town.

TOOLS AND EQUIPMENT USED

Computer, calculator, copy machine, portable radio, automobile, telephone, cash register, swimming pool equipment including chlorination system, pumps, valves, filtration devices, gauges, etc.

PHYSICAL DEMANDS

The physical demand described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk or hear. The employee is occasionally required to use hands to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl.

The employee may occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distant vision, peripheral vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions being exposed to wet, humid conditions and intense sun exposure as well as toxic or caustic chemicals such as chlorine, Muriatic acid, hydrochloric acid, soda ash and testing reagents.

The noise level in the work environment is moderate while in the office and loud in the pool and surrounding area as determined by the number of participants.

SELECTION GUIDELINES

Formal applications, rating of education and experience; oral interview and reference checks; criminal background investigation; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The 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.

Approval: _____ Approval: _____
Supervisor Town Manager

Effective Date: 4/7/05 Revision History: March, 2003
April 7, 2005
June 24, 2009
September 17, 2013