

## ASSISTANT MANAGER

Location: Swimming Pool

### DESCRIPTION OF WORK:

Under supervision of Swimming Pool Manager and general supervision of City Administrator, provides support in all phases of operating a safe, clean swimming facility.

### EXAMPLES OF WORK:

#### Essential Functions

Assists the Manager in insuring that a safe, clean swimming pool is available to the community; provides for clean, attractive bathhouse, pool and surrounding areas; protects against disease transmission; designs/implements an accident prevention program; helps implement an accident prevention program; assists Manager in seeing that pool patrons act in a safe manner; tests water for bacterial count, takes appropriate action if readings are high; keeps daily records of pool operation, attendance, chemicals used, disinfectant residuals, PH and accidents; acts to close the pool if health or safety hazards exist; insures that adequate lifeguard coverage is available; assists manager in evaluating personnel performance; accounts for daily receipts of cash; keeps current required licensure; performs related work as required.

#### Non-essential Functions

Interacts with the public, other employees, and supervisors in a polite, calm and professional manner; as requested, runs errands within the city; may be transferred to assist other departments in performing other work; acts to properly obey all orders given by supervisor(s) in charge of the position.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Some knowledge of: the principles of supervision; working knowledge of: the principles of recreation, lifeguard standards and health/ safety standards required for a safe efficient swimming pool operation; skill in: operating gas chlorine system; ability to: shutdown gas chlorine system in case of emergency, read water/disinfectant tests; communicate effectively with co-workers, trainees, the public and all supervisory personnel.

### TRAINING AND EXPERIENCE:

Any combination of training and experience that will allow the incumbent to acquire the required knowledge, skills and abilities to perform the required tasks. At least two (2) years of progressively responsible experience as Senior Lifeguard is desired prior to appointment to this position. Additional qualifications, must possess: a current Lifeguard Training Certificate, a current CPR Certificate, a current Standard First Aid Certificate and a Certified Pool Operator's License.

### WORKING CONDITIONS:

Work performed by this position is performed primarily outdoors, thus, inclement weather is likely to be encountered; this job requires some moderate lifting; exposure to toxic chemicals could occur. Normal work week is 40 hours. Call back to duty may be encountered to meet emergency response or extended work day requirements. Must have current Nebraska driver's license.