



CITY OF
HEREFORD

JOB ANNOUNCEMENT

JOB #015-24

The City of Hereford will accept applications for the following position:

ASSISTANT POOL MANAGER

Salary: Range 9 (\$2,901 - \$3,527 per month)

The Assistant Pool Manager will be under the general supervision of the Pool Manager and the Parks Superintendent, the Assistant Pool Manager is responsible for managing the operation of the aquatics facility and the lifeguards/swim instructors, recommending and implementing operation's policies and guidelines; responsible for implementing the use of the facilities including all special uses; staffing the facility; responsible for the maintenance and upkeep, including day-to-day, monthly, and annual operations; responsible for the operation of all filtration and disinfection equipment; and performing other duties as may be required and which are listed on the attached Job Description.

Employee will report to the *Pool Manager*.

The applicants chosen for this position will be required to submit to a pre-employment drug test.

This job is open to *anyone*.

Applications will be accepted *until job is filled*.

The City of Hereford is an Equal Opportunity Employer.

All employees of the City of Hereford are employees at will and as such have no property interest in employment or any expectations of continued employment, promotion or any personnel benefits including but not limited to sick leave, vacation leave, compensating time off and disability, life and group health insurance.

ASSISTANT POOL MANAGER

DESCRIPTION OF WORK

Job Summary: Performs administrative and supervisory work in the operation and maintenance of the City's swimming pool; and performs other duties as may be required.

Supervision Received: Work is performed under the general direction of the Pool Manager.

Supervision Exercised: Supervises the activities and staff at the Hereford Aquatic Center.

EXAMPLES OF ESSENTIAL DUTIES

Develops, implements, and supervises swimming programs, classes, and activities for all age groups and interests.

Directs, instructs, schedules, reviews and evaluates the work activities of subordinate personnel employees.

Oversees the maintenance and cleaning of the swimming pool and bath house.

Monitors and tests pool water chemistry and adjusts chemical additives as needed.

Approves swimming classes and activities programmed for the facility.

Registers and enrolls program participants.

Develops and supervises the enforcement of pool safety rules and regulations.

Ensures the Hereford Aquatic Center is effectively supervised and secured by lifeguards.

Collects swimming fees and charges.

Assists with budget preparation and monitors swimming pool budget and expenses.

Responds to public inquiries about recreation programs and about the use of the swimming pool.

Requisitions and maintains supplies and equipment for the swimming pool.

Works as a lifeguard as needed.

Promotes swimming and other aquatic programs.

Prepares a variety of brochures, calendars, news releases, posters, and other related communications regarding these programs.

MINIMUM QUALIFICATIONS

Knowledge: Thorough knowledge of the operation of aquatic facilities both indoor and outdoor; knowledge of principles of supervision, organization, and administration; knowledge of State Health Department's regulations regarding the operation of aquatic facilities; knowledge of water safety techniques, lifesaving and rescue methods; knowledge of first-aid and Cardio-Pulmonary Resuscitation (CPR) methods; knowledge of pool water treatment and testing; knowledge of pool use policies and regulations; knowledge of budget-making procedures; knowledge of modern philosophies, trends, methods and procedures of aquatics recreation programming and facilities planning.

Skills: Skill in applying emergency aid and lifesaving measures; skill in water rescue methods; skill in swimming; skill in the use of pool testing and cleaning equipment.

Abilities: Ability to make routine decisions independently in accordance with all State and local laws; ability to remain calm under stress; ability to determine appropriate expenditures for budgeted funds to meet unit objectives and goals; ability to plan, organize and monitor subordinate employee work assignments to accomplish unit objectives; ability to supervise the work activities of subordinate personnel and to take disciplinary measures when warranted; ability to develop an aquatics curriculum; ability to formulate program goals and objectives and identify appropriate activities and/or functions to meet these objectives; ability to identify and correct potential safety hazards; ability to establish and maintain effective working relationships with co-workers, supervisors and the general public; ability to communicate effectively both verbally and in writing.

Experience: A minimum of two years of experience as a lifeguard or management of a recreation or leisure activities program.

Any work related experience resulting in acceptable proficiency levels in the above required knowledge, skills and abilities is an acceptable substitute for the above specified education and experience requirements.

Licenses and Certificates: Must have or be able to obtain CPR and first aid certification within six months of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or which the employee will encounter. 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 subject to prolonged periods of sitting and standing and is frequently required to walk, reach, and bend over. The employee must have adequate manual dexterity to operate pool testing instruments and to perform water rescue. The employee must have normal vision and hearing. The employee must frequently lift or move persons or objects up to 50 pounds and frequently over 100 pounds. The employee will work indoors and outdoors during extremely hot temperatures and sometimes in inclement weather. The employee is subject to personal risk from potential exposure to chlorine and other pool chemicals. The noise level of the work environment is moderately loud. The employee will be required to deal with children and subordinate employees which can be stressful.