

City of Bedford

Department of Parks and Recreation

Job Description

JOB TITLE: Assistant Pool Manager

REPORTS TO: Pool Manager

NATURE OF WORK

Under the direction of the pool manager, the assistant pool manager is responsible for ensuring the safe operation of the swimming facility while on duty, ensuring the safety of all patrons and staff in the facility, and responding to coordinating the response to any emergencies in accordance with training and the standard of care. The assistant pool manager position is seasonal, not to exceed 40 hours per week from Memorial Day to Labor Day. Additional hours for pre and post season work are to be determined at the discretion of the pool manager and/or parks and recreation director or designee.

GENERAL RESPONSIBILITIES

- Daily safety and security checks of facility and systems
- Regular testing and monitoring of water balance/chemistry
- Supervision of all staff including front desk/cashiers, learn-to-swim, and lifeguards
- Assist in training staff on use of systems, policies, procedures, etc.
- Ensure the health and safety of patrons and staff at the municipal pool
- Enforce pool rules in an appropriate and fair manner, and to explain pool rules when necessary
- Public relations as it relates to pool operations
- Assist patrons as necessary, but to do so without compromising safety of others
- Adhere to all policy and procedures of the Bedford Parks and Recreation Department and City of Bedford
- Attend and assist with staff training and meetings sessions as assigned
- Be punctual for all shifts, well rested and ready to work
- Maintain a clean and neat appearance
- Maintain the level of fitness required to complete all job-related tasks

QUALIFICATIONS REQUIRED

- Possess and maintain valid American Red Cross Lifeguard Training, CPR/FA, and AED certifications
- Ability to demonstrate all skills required for the above certifications

- Be able to perform all General Responsibilities satisfactorily
- Basic computer skills including word processing, and use of MyRec registration application
- Have professional verbal and written communication skills
- Ability to understand and follow oral and written instructions
- Must be dependable and have a good work record as to punctuality and daily attendance
- Background check and drug screen required

PREFERRED QUALIFICATIONS

- American Red Cross Water Safety Instructor, American Red Cross Lifeguard Instructor, Certified Pool Operator certification

PHYSICAL REQUIREMENTS

While performing the duties of this job, the individual is regularly required to reach with hands and arms. The individual frequently is required to stand and/or walk and to use hands to handle, finger, feel or operate objects, tools or controls. The individual is occasionally required to sit, climb, balance, stoop, kneel, crouch or crawl. The individual will be required to speak and hear with regard to receiving supervision, performing supervision, working with others and communicating with the general public. The individual must frequently lift and/or move up to 50 pounds. The individual must have the ability to work out of doors for long periods of time in all weather conditions.

The City of Bedford conducts pre-employment screening which may include drug screening, criminal background check, and verification of work history, academic credentials, licenses, personal references and certifications. Other screening may be conducted based on the level of responsibility, access, and requirements of the position or department.

The City of Bedford is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, gender, religion, age, sexual orientation, disability or military/veteran status in employment or provision of services.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.