

**CITY OF CLEAR LAKE  
ASSISTANT POOL MANAGER  
JOB DESCRIPTION**

The Assistant Pool Manager shall be responsible to assist the Pool Manager in the overall management and operation of the Clear Lake Swimming Pool. The Assistant Pool Manager shall enforce safety regulations for the protection of pool guests and maintain cleanliness of the pool and surrounding area while maintaining a professional appearance and attitude.

**JOB RESPONSIBILITIES:**

Responsible for administering the necessary management functions of the swimming pool including maintenance of records, sales of concession supplies, admission tickets and daily attendance records, financial and other reports needed by the finance office, training and supervision of lifeguard staff, and other administrative duties as needed

Prepare work schedules and arrange any training needed for lifeguard staff

Schedule and teach swimming lessons (if certified) and keep accurate records as required by the Red Cross

Perform lifeguard duties (if certified) and enforce pool rules during open swimming sessions and swimming lessons

Performs first aid and CPR as necessary

Responsible for and performs general pool operation and minor maintenance duties which may include daily testing and monitoring chemicals in pool, submitting weekly pool water samples, operating pool filter system, cleaning pool deck, shower rooms and rest rooms on a daily basis

Attends training sessions as required by the City

Maintains good public relations with the general public

Monitor activities of swimming pool patrons at all times; maintain consistent discipline as needed

Maintain a positive work climate for all pool employees, as well as resolving conflicts as they surface. Inform the Finance Office as to matters that may develop into conflicts or problems.

Inform the Finance Office of any major maintenance or repair work needed

Deliver money bag for bank deposit to the Finance Office at the end of each day when the pool closes

Confer with Pool Manager to determine when pool is to be closed due to low attendance or inclement weather, and call lifeguards back to duty when the weather clears and the pool is able to reopen

Secure the pool area when it is not open

Performs other such duties and functions as are necessary to the proper performance of this position

Assist in preparing the pool for the summer when the season opens and assist in preparing the pool for winter at the close of the season

**QUALIFICATIONS:**

Excellent swimming skills, completion of all swimming classes through EWS level, and WSI certified; preferred

Possess CPR and first aid training

Good knowledge of money management

Ability to lift up to 50 pounds, bend, reach, pull and push items, including pool vacuum hose and pole, be able to climb to heights of guard chair

Ability to present ideas clearly, both orally and in writing

Ability to supervise patrons and lifeguard staff, as well as ability to teach swimming lessons (if certified)

Ability to maintain effective working relationships with lifeguard staff, other city employees and the general public