

EXHIBIT A

CITY OF EMERYVILLE/MESA

Created: June 2015

Revised:

FLSA: NON-EXEMPT

POOL MANAGER

DEFINITION

Under general supervision, performs a variety of duties in planning, scheduling, maintaining the seasonal operation of the pool, implementing aquatics programs, and communicating with the public; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

The Pool Manager has overall responsibility for the safety of the pool. Receives general supervision from Community Services Management.

CLASS CHARACTERISTICS

Incumbents in this classification have aquatics experience and maintain current Red Cross certifications. This class is distinguished from the Recreation Leader in that it is responsible for more complex and higher-level aquatics management, exercises discretion and independent decision making, and provides technical and functional direction to lower-level aquatics support staff.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

The duties below are illustrative only. They are not meant to be an exhaustive list of all of the duties and responsibilities of the classification:

- Direct operation of pool facilities.
- Plan, coordinate, and promote aquatics programs with the community and department.
- Audit physical fitness level of lifeguards through drills and continuous conditioning; document observations and implement physical fitness programs as needed.
- Plan and organize workloads and staff assignments for lifeguards.
- Oversee collection and security of all revenues and tickets; keep records of revenues.
- Maintain accurate operational and financial records for the pool facility.
- Train and direct aquatics staff as outlined by management staff.
- Coordinate and facilitate patron registration for instructional programs.
- Administer First Aid, CPR, emergency and other safety procedures as required.
- Conduct and oversee Water Safety Instruction (WSI) facility program.
- Prepare pool for opening and closing each session.
- Oversee the daily maintenance of the pool facility, including making recommendations for repairs.
- Maintain equipment and pool supplies; maintain inventory records of equipment and supplies.
- Complete accident, revenue, and control and discipline reports.

- Maintain accurate operational and financial records for the pool facility.
- Conduct and oversee in-service training facility and staff conditioning programs.
- Assign and oversee custodial duties.

QUALIFICATIONS

Knowledge of:

Aquatics program operations; first aid, CPR/AED, and water rescue techniques; public relations techniques and procedures; record-keeping and report writing principles and procedures; public relations techniques and practices; techniques for providing a high level of customer service by effectively dealing with the public and City staff.

Ability to:

Plan and implement an effective aquatics program; train staff in current emergency procedures and policies; maintain a high level of personal physical condition; maintain harmonious relations with the community; organize own work; follow oral and written directions; and establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: Equivalent to the completion of the twelfth (12th) grade. College-level coursework in recreation services, physical education or related field is highly desirable.

Experience: A minimum of two years' experience as a manager of a public or private pool or equivalent setting; or experience as an assistant manager. Two year experience as a Lifeguard and Water Safety Instructor.

Licenses and Certifications: Possession of, or ability to obtain, a valid California Driver's License by time of appointment. Current Red Cross certifications in Water Safety Instruction, Lifeguard Training, Standard First Aid, CPR/AED, and all guidelines outline in Title 22 of the state code. A Lifeguard Instructor certification with Red Cross is highly desirable.

PHYSICAL DEMANDS

Eye sight sufficient to read data, memos, spreadsheets, vouchers, computer screens; manual dexterity to operate a personal computer, typewriter, xerox, word processor; ability to sit for extended periods; stand, walk, bend reach above and below shoulders, lift and carry objects weighing up to 20 pounds, work occasional long hours; stamina to interact with a variety of school age children. Physical ability to perform CPR, water rescue and demonstrate swim stroke techniques.