

**HAINES BOROUGH**  
**POSITION DESCRIPTION**  
**Assistant Pool Manager**  
**Parks & Recreation**

**SUMMARY:**

The Assistant Pool Manager is a part-time, union position working 20 hours per week and reporting directly to the Pool Manager. This employee serves as assistant to the Pool Manager and assumes responsibility for the pool facility when the Manager is absent, unavailable or otherwise unable to act for any reason. Responsible for assisting in managing daily pool operations including, but not limited to, supervising lifeguard staff, maintaining the facility and performing lifeguard duties. This job description reflects the essential duties and responsibilities as assigned by the administration. It does not prescribe or restrict the tasks that may be assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Under general direction, assists the Pool Manager in the operation, maintenance, and management of the Haines Swimming Pool.

1. Assists the Pool Manager with supervision of all pool staff and composing work schedules.
2. Assists the Pool Manager with all staff meetings and in-service training.
3. Assists with the scheduling and implementation of all aquatic programs.
4. Assists and participates in teaching pool classes, lessons, and activities.
5. Assists the Pool Manager in required testing of chlorine and PH levels.
6. Assists in the maintenance of the pool and monitoring and maintaining the pool filtration system.
7. Enforces all pool rules and assists with the dismissal of all offenders from the pool for persistent violation of such.
8. Performs lifeguarding duties as needed including replacing an absent part-time employee.
9. Maintains good public relations.
10. At all times, demonstrates cooperative behavior with colleagues, supervisors, and the general public.
11. Performs miscellaneous duties such as answering phones, typing correspondence, running errands, assists with ordering or picking up needed supplies for activities, may act as cashier and responds to public inquiries about aquatic programs.
12. Is familiar with all state regulations as they apply to aquatic facilities and help ensure compliance of such.
13. Reports any difficulties, complaints, accidents, and damages to the Pool Manager
14. Other duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

The requirements, demands and characteristics listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Strong working knowledge of swimming and pool programs and their accompanying rules and regulations.
2. Experience in the operation and maintenance of pools and pool related supplies and equipment.
3. Ability to assist in the supervision of others in the pool department.
4. Must be a good communicator with a cooperative nature and have the ability to treat all patrons fairly and equitably.
5. Must have a working knowledge of the Internet, computers, technology, and accounting as it relates to the work situation.
6. Must be congenial with the public under sometimes stressful situations and immediately report concerns and criticism to the Pool Manager.
7. Ability to work with patrons who may be at-risk or may have special needs.
8. Ability to maintain positive attitude about his/her position and serve as a role model for patrons in speech, conduct, and appearance.
9. Ability to maintain confidentiality.
10. Ability to display initiative.

## **EMPLOYMENT STANDARDS:**

1. Must be at least 21 years old with the following certifications:
  - a. American Red Cross Lifeguard
  - b. American Red Cross Water Safety Instructor
  - c. ARC CPR for the Professional Rescuer (or equivalent)
  - d. Certified Pool Operator certificate (or must be obtained within one year of employment)
2. The following certifications are desirable:
  - a. ARC Lifeguard Instructor
  - b. ARC CPR for the Professional Rescuer Instructor
  - c. ARC Water Safety Instructor Trainer
3. Must hold a valid Alaska drivers license or have the ability to obtain one within 30 days of hire.

## **WORK CONDITIONS & ENVIRONMENT:**

1. While performing the duties of this job, the employee is frequently required to sit, use hands to operate a computer keyboard, or equipment controls; and to talk and hear. The employee is regularly required to reach with hands and arms, to stand, walk, climb, balance, or crouch. The employee regularly moves about to coordinate work. The ability to negotiate stairs is important.
2. The employee must occasionally lift and/or move up to 35 pounds (when serving as a lifeguard, it may be necessary to lift considerably more weight). The employee must have clear close, distance, and color vision.
3. The noise level in the work environment is quiet to moderate with occasional situations higher levels.