



## ASSISTANT AQUATICS MANAGER

*Class specifications are intended to present a description of the range of duties performed by the classification. Specifications are not intended to reflect all duties performed. Classifications will perform other related duties as assigned.*

### **Definition:**

Under supervision, this position assists the Aquatics Manager in implementing, supervising, and directing various aquatic programs and in planning, scheduling and assigning the work of aquatics staff. The Assistant Aquatics Manager ensures the safety of patrons and swimming participants.

### **Classification Characteristics:**

This is a part-time, at-will, seasonal position that receives supervision from a Community Services Coordinator and the Aquatics Manager and assists in the supervision of aquatics staff.

### **Essential Functions:**

- Act as Aquatics Manager in his/her absence; ensure effective operation of the pool, staff, and patrons during the absence.
- Deal firmly and tactfully with pool patrons; exercise tact and judgment when resolving problems.
- Plan, coordinate and supervise the work of aquatics program volunteers.
- Coordinate, organize and implement the on-site snack bar.
- Receive program fees and make accurate deposits in compliance with City policy.
- Instruct aquatics staff in the observance of rules, regulations and safety practices.
- Perform the duties of the Lifeguard/Instructor including teaching swim strokes and water safety to participants.
- Supervise the activities of swimmers in and around the pool; ensure that policies, rules and regulations are observed and that no safety hazard is created.
- Administer first aid in the event of injuries and complete incident reports in the case of an accident.
- Rescue swimmers in distress or danger of drowning.
- Maintain accurate records of program activities.
- Open and close the pool facility; ensure facilities are secure upon closing.
- Respond to the public; answer inquiries and give information pertaining to the pool and swimming programs that are offered.
- Interact with co-workers at all levels of the City and the public in a collaborative and customer service-oriented manner.

### **Qualifications:**

#### Knowledge of:

- Plan, organize and implement aquatics programs.
- Principles and techniques of lifeguarding, rescues, CPR methods and first aid.
- Techniques and methods of water safety and swim instruction.
- Methods for keeping water and surrounding areas safe for public use.
- Applicable safety precautions and procedures.
- Customer service techniques.

- Cash handling methods.
- Supervisory techniques.

Ability to:

- Swim with proficiency and endurance.
- Structure, organize and conduct swim instruction for various age groups, from beginning through advanced skill levels.
- Handle rescues and medical emergencies in a calm and effective manner; provide first aid and CPR as needed.
- Maintain order in the pool and enforce safety rules and regulations.
- Maintain facilities and equipment in a clean, safe and secure manner.
- Follow proper safety rules and procedures.
- Understand and follow written and oral instructions.
- Communicate clearly and concisely, both orally and in writing.
- Respond to inquiries and requests in a courteous manner.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including City staff and the public.
- Maintain physical condition, audio-visual discrimination and perception and mental capacity appropriate to the working conditions and the performance of assigned duties and responsibilities.

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

Experience:

Three years combined experience as a Lifeguard or Lifeguard/Instructor.

Training:

Equivalent to completion of the twelfth grade.

License or Certificate:

- Possession of a California Class C Driver's License.
- Possession of an American Red Cross First Aid Certificate for Infants/Adults.
- Possession of an American Red Cross CPR Certificate for Infants/Adults .
- Possession of an American Red Cross Lifeguard Training Certificate.
- Possession of an American Red Cross Water Safety Instructor (WSI) Certificate.

**Working Conditions:**

Work primarily in an outdoor environment including prolonged standing, walking, kneeling, crouching, squatting, stooping and bending; prolonged periods in the water, work on slippery and uneven surfaces; ability to lift and carry up to 25 pounds and move up to 100 pounds during rescues; may be exposed to chlorine and other pool chemicals; prolonged exposure to the sun; have mobility, acute vision, acute hearing and dexterity levels appropriate to the duties performed.