

LOWER MAKEFIELD TOWNSHIP
PARKS AND RECREATION

JOB TITLE: ASSISTANT POOL MANAGER
DATE: JANUARY 2020
DEPARTMENT: PARKS AND RECREATION, POOL
SUPERVISOR: POOL MANAGER

Position Summary:

Under general supervision of the Pool Manager, the Assistant Pool Manager is responsible for managing the operation of the aquatics facility and the lifeguards/swim instructors. An Assistant Manager is expected to be a proactive leader by providing a positive culture for both customer and staff. Individuals should have the ability to effectively communicate with staff and members regarding programs priorities and initiatives as directed.

Essential Functions:

- Support Manager in inspecting all pools through visual and physical inspections for safety, aesthetic quality, and chemical/temperature controls.
- Adjust system to correct any inconsistencies while on duty if necessary and approved by Manger.
- Monitor facility operations for maintenance issues, safety awareness and cleanliness.
- Understand and administer Bucks County Department of Health Rules and Regulations governing operations of public bathing areas.
- Comply with regulations set forth in the 2018 Model Aquatic Health Code.
- Understand practices of operation and preventative maintenance for pumps, suction lines, drains, piping, bactericidal equipment, balance tanks, valves, hair and lint skimmer traps, and flow and control switches for each system.
- Responsible for continual monitoring of weather conditions for potential weather problems.
- Supervise, train, and schedule all aquatic staff, maintenance staff, and gatekeepers.
- Ensure all policies and procedures are properly followed.
- Solves grievances and or discipline cases involving patrons.
- Oversee patron programs, lessons, and special events.
- Perform mandatory record keeping, evaluations, inventory control, and complete reports as required.
- Perform other duties as assigned.

QUALIFICATIONS:

- 5 years aquatics experience, 5 years leadership experience
- Must be able to work with exposure to a variety of noise and interruptions.
- Must present a neat and professional appearance. Wear uniform provided.
- Must be customer service orientated and able to work independently.
- Must be able to operate computer equipment, scanners, and POS system.
- Must be comfortable handling pump room equipment, taking chemical readings, and pool operations.

CERTIFICATIONS:

- Certified Pool Operator
- Pesticide License
- American Red Cross Community First Aid
- American Red Cross CPR/AED for the Professional Rescuer
- American Red Cross Lifeguarding Training

- Desirable to possess: American Red Cross Water Safety Instructor and American Red Cross Lifeguard Instructor or equivalents.