

POOL DIRECTOR

GENERAL STATEMENT OF DUTIES: Supervises the operation, maintenance and administration of a community center swimming pool; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Community Center Director, supervises the daily administration, maintenance and overall operation of a community center swimming pool. The incumbent is responsible for the safe and efficient operation of the swimming pool, reporting and following-up on necessary repair work, and planning and organizing pool programs. Supervision is a responsibility of this position and is exercised over a number of lifeguards and other pool and program staff.

EXAMPLES OF WORK: (Illustrative Only)

Supervises the daily operations of a community center swimming pool;

Schedules and supervises routine repair work on pool;

Plans and organizes a comprehensive program of activities for the pool;

Schedules the use of the pool;

Assists in the recruitment, assignment and selection of all pool staff;

Develops and conducts in-service training programs for the pool staff;

Evaluates performance of pool staff;

Schedules working hours and keeps attendance records for the pool staff;

Assists in the preparation, distribution, and enforcement of pool rules and regulations;

Establishes emergency standard operating procedures for the pool;

Reviews and resolves complaints, disputes arising in the operation of the pool;

Prepares and maintains records on maintenance and pool usage and Maintains inventory of all equipment and supplies.

Assists in the preparation of pool public relations program;

Prepares annual report of the pool's operation;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the management, operation and maintenance of pool; good knowledge of pool safety regulations; good supervisory skills; ability to develop and implement pool programs; ability to deal effectively with staff and pool patrons; ability to prepare written reports; good judgment; tact; initiative; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) Bachelor's Degree and three (3) years of experience in pool management or supervision; or (b) two (2) years post high school education and five (5) years of experience as stated in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT: (a) Possession of the appropriate level Water Safety Instructor's Certificate and (b) possession of a current lifeguard training certificate from the American Red Cross, American Heart Association, YMCA/YWCA or Boy Scouts of America and (c) possession of a current certification from an Aquatic Management School as a Certified Pool Operator. Incumbent must maintain current certification in first aide and CPR as a professional rescuer.