

City of San José

**SWIMMING POOL MANAGER (PT) (6146)**

CLASS PURPOSE

Under direction, performs work of considerable difficulty in managing a City operated swimming pool facility. Performs related work as required.

TYPICAL DUTIES AND RESULTS (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

- Plans, organizes, directs, and supervises swimming and swim instruction programs.
- Supervises the collection of attendance fees, and prepares attendance, accident, and routine accounting reports.
- Supervises in-service training for all personnel, including pre-season meetings of all personnel covering policies and procedures of the City and safety responsibilities.
- Supervises health and safety factors of the pool.
- Programs and schedules all events at the pool.
- Assigns, schedules, and supervises the work of lifeguards and other pool personnel.
- Recommends an annual budget for a pool operation, including need for new equipment.
- Organizes and directs the activities of the swim club.
- Maintains personnel records and prepares necessary reports of time worked, assignments, and personnel requirements.

DISTINGUISHING CHARACTERISTICS

An incumbent of this position has responsibility for the total operation of a swimming pool, including scheduling of all pool activities and the financial accounting for all admission fees and other charges collected in connection with the pool operation. This class differs from that of Assistant Swimming Pool Manager in that the latter is supervised by an incumbent of this class.

QUALIFICATIONS

Minimum Knowledge, Skills, and Abilities

- Knowledge of swimming techniques and lifesaving.
- Knowledge of swimming pool hazards and safety precautions.
- Knowledge of the principles and practices of public recreation as they relate to swimming pool operation.

- Knowledge of the principles of supervision.
- Ability to plan, organize, and direct a recreational program in swimming for both adults and children.
- Ability to train and supervise personnel engaged in swimming pool operation.
- Ability to establish and maintain effective public relations.

Competency Knowledge, Skills, and Abilities

- Knowledge of financial recordkeeping.
- Ability to prepare reports.

Education

Completion of high school or possession of General Educational Development (GED) Certificate or California Proficiency Certificate.

Experience

Three (3) full seasons (approximately 1140 hours) of work in swimming pool management, lifeguarding, swimming instruction, or related activity.

Acceptable Substitutions

None.

Licenses/Certificates

- Possession of current certificate indicating successful completion of an approved course in Cardiopulmonary Resuscitation for the Professional Rescuer (CPR/FPR) as prescribed by the American Red Cross or as prescribed by the American Heart Association; B.C.L.S. – C, with a completion date less than one year old at the time of appointment.
- Possession of current certificate in First Aid, as prescribed by the State Department of Health, at the time of appointment.
- Possession of current American Red Cross Water Safety Instructor's Authorization Certificate (WSI).