

CITY OF WINTER GARDEN
Classification Description

CLASSIFICATION TITLE:	Pool Manager	FLSA Status:	N
DEPARTMENT:	Parks and Recreation	Union Status:	N/A
Job Code:	7297		

WORK OBJECTIVE

To provide quality swimming opportunities and programs for patrons in safe and enjoyable aquatic environment. Emphasis is on safety, accident prevention and responding to emergency situations. Additional responsibilities include coordinating staff, conducting in-service training, customer service, daily and weekly equipment inspections, maintenance duties, and collection of admission fees.

ESSENTIAL FUNCTIONS

- Maintain and possess a valid Ellis and Associates Lifeguard Training certification (training provided).
- Maintain and possess current First Aid, CPR, and AED training certifications (included in E&A lifeguard training).
- Complete a minimum of 4 hours of in-service training per month. Participation in training is the responsibility of every lifeguard to perform.
- Performs E & A protocols, audits, and safety evaluations as required by training program.
- Performs Rescues, CPR, First Aid, and use of AED as necessary.
- Provides information to the general public and patrons in a professional and courteous manner.
- Keeps pool deck, bath houses, and general pool area clear of debris and in working order at all times.
- Inspects safety and operational equipment and reports any deficiencies to the Recreation Leader or Recreation Supervisor.
- Performs swimming test skills and provides safety information to participants.
- Documents accidents, incidents, pool closures, rescues, chemical reports, etc.
- Assists with special event and daily programs and activities.
- Supervise aquatic staff and daily aquatic programs.
- Lead staff in aquatic and safety trainings.
- Performs other duties as assigned.
- Works under the supervision of the Recreation Supervisor and Recreation Leader.

MINIMUM QUALIFICATIONS:

- Must maintain current Ellis & Associates Lifeguard license, CPR, First Aid, and AED certifications.
- Be at least 18 years of age.
- Must have at least 3 years of experience lifeguarding with Ellis & Associates.
- Experience in supervising recreational programs and aquatic facilities preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of pool rules, safety equipment and rescue techniques.
- Ability to recognize and respond to lightning and environmental threats.
- Ability to effectively maintain crowd control and program activity in a safe and professional manner.
- Ability to perform friendly and effective customer service pertaining to the pool rules, program activities, and operational functions.
- Knowledge of basic pool chemicals/chemistry.

PHYSICAL REQUIREMENTS:

- Ability to swim 200 yards, without resting, using crawl or breast stroke.
- Tread water using legs only for one minute.
- Pick up a ten pound brick from 8 1/2 feet of water.
- Tasks involve some combination of reaching, bending, kneeling, carrying, pushing, pulling and lifting (20-50 lbs).

ENVIRONMENTAL REQUIREMENTS: Prolonged exposure to heat, high humidity, sun, rain and inclement weather.

The City of Winter Garden is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Winter Garden provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (Print)

H.R. Representative/Supervisor's Name (Print)

Employee Signature

H.R. Representative/Supervisor's Signature

Date

Date