

# **ASSISTANT SWIMMING POOL MANAGER (P/T) S**

**Department: Parks Recreation and Cultural Affairs**

**Classification: Non-Competitive**

**Specification Number: 2240**

**Approved: 5/4/22**

**Revised: By JG**

## **MINIMUM QUALIFICATIONS**

**Graduation from a standard senior high school and either:**

- a) Completion of two (2) years at a New York State or Regionally accredited college or university; or,**
- b) Two (2) years of experience in public swimming pool operations or management; or,**
- c) An equivalent combination of education and experience as defined by the limits of (a) and (b).**

## **DISTINGUISHING FEATURES OF THE CLASS**

**Under general supervision, an employee in this class assists the Swimming Pool Manager in the supervision of employees engaged in safeguarding swimming pool patrons and in the operation and maintenance of swimming pool facilities. Work also involves responsibility for enforcing health and safety regulations governing swimming pool operations. Supervision is received from the Swimming Pool Manager who reviews work through consultation and daily observation. Does related work as required.**

## **TYPICAL WORK ACTIVITIES**

**Assists in the supervision of lifeguards, cashiers, clerical and maintenance employees at a Town swimming pool;**

**Assumes the duties of the Swimming Pool Manager when the Manager is absent;**

**Operates and maintains machinery used to purify and filter pool water in accordance with Department of Health regulations;**

**Makes regular inspections to insure maintenance of swimming pool facilities are in a clean and sanitary condition;**

**Ensures that lifesaving and first-aid equipment are readily available and in operating condition;**

**Enforces rules and regulations governing use of swimming pool facilities;**

**Requisitions supplies and equipment as needed;**

**Maintains records of fees collected and deposits receipts as directed.**

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

**Good knowledge of swimming pool safety regulations; knowledge of the principles, practices and procedures of swimming pool management; knowledge of the operational and maintenance requirements of swimming pool facilities and equipment; ability to supervise the work of swimming pool employees in a manner conducive to full performance and high morale; ability to maintain office and accounting records; physical condition commensurate with the demands of the position.**