

**SEASONAL HELP**  
**ASSISTANT POOL MANAGER, OXFORD VALLEY POOL**  
**County of Bucks**

---

---

**EXEMPT: No**

**JOB CODE: 800**

**DEPARTMENT: Parks and Recreation**

**UNION: 00**

**UPDATE: 02/20/2009**

---

---

**SUMMARY:** Responsible for the safe, effective and efficient operation of pool equipment grounds, lifeguard staff and ongoing interaction with patrons. Reports directly to the Pool Manager. Deals effectively with people of all ages.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Operates and maintains the pool, its equipment and grounds in excellent condition at all times.
- Coordinates with Head Lifeguard and Program Coordinator to develop and approve pool work schedule and obtain final approval from the Pool Manager.
- Opens the pool facility on a daily basis including set-up of the pool area and supervising the on-time arrival of Lifeguards and other staff.
- Trains and supervises the Head Guard and Program Coordinator and prepares performance evaluations for Lifeguard staff as required by the Pool Manager.
- Conducts rounds and is accessible on the pool deck throughout the day.
- Maintains positive relations with pool patrons on an ongoing basis and resolves conflicts in an effective and efficient manner.
- Coordinates or assists Manager with coordinating rescue operations.
- Enforces safety standards and emergency procedures for the safe operation and use of the pool.
- Acquires and maintains certifications and attends training classes as required by the department.
- Carries out all duties and responsibilities of the Manager and/or Head Lifeguard in their absence.
- Other duties may be assigned.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Any combination of experience and training which affords the applicant an opportunity to gain the above listed knowledge, skill and ability.

- Current certification in Lifeguard Training, CPR for the Professional Rescuer, required by law.
- Water Safety Instructor and/or Lifeguard Training Instructor preferred, Instructor Training a plus.
- PA Dept. of Agriculture Pesticide Applicator, AFO/CPO, a plus.
- Experience working at a pool preferred or knowledge of swimming pool operation, sanitation, programming and safety desired.
- Must be able to work a flexible schedule up to but not exceeding 40 hours per week including weekends and holidays (weather dependent).
- Possess good math and bookkeeping skills.
- Experience working with people of all ages, handling emergencies and resolving conflicts in a clear and concise manner.

**PHYSICAL DEMANDS:** The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to stand; walk; reach with hands and arms; and talk and hear. The employee is occasionally required to use hands to finger, handle or feel objects, tools or controls. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to wet/humid/hot/or cold conditions. The employee is occasionally required to taste or smell. The employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock and vibration. The employee may also occasionally be exposed to blood and bodily fluids/excretions. The noise level in the work environment is usually moderate. The work environment can be extremely strenuous. The employee must work constantly outdoors from Memorial Day through Labor Day and be exposed to sunny conditions for long periods of time.