

The Maryland-National Capital Park and Planning Commission

CLASS TITLE: Assistant Pool Manager
Class Code: 903

EEO Category: Paraprofessional
Grade: AQ6 **Date:** 12/30/22

Characteristics of the Class:

The Assistant Pool Manager assists with overall management and operation of aquatic facilities. Operates facility and supervises pools and water features in accordance with Maryland State Regulations. Assists with the management of facility and its use by patrons, groups, and guests. Ensures facility remains safe, clean, and secure. Assists with the enforcement of rules and regulations. Assists with supervising and evaluating staff performance and developing employee schedules to always ensure appropriate staff coverage. Assists with providing training. Prepares, reviews, and maintains all records and reports. Supervises and performs routine cleaning of pools and amenities. Performs a variety of duties assisting with the planning, scheduling, general oversight, and operation of the county's pools.

Secondarily to management duties, acts as Lifeguard as required. Administers First Aid, CPR and other emergency procedures as needed. The Assistant Pool Manager reports to the Pool Manager, Assistant Facility Manager, Facility Manager, or designee and acts as the manager in their absence. Performs other duties as assigned.

Examples of Important Duties:

1. Operates and supervises pools and water features in accordance with Maryland State regulations.
2. Provides direct supervision of part-time staff including the recruitment, training, scheduling, and coordination of personnel.
3. Prepares and reviews administrative records and reports.
4. Manages daily use of facility and pool by patrons, groups, teams, and guests.
5. Supports the operation of swim lesson and water safety programs.
6. Inspects facility and amenities for potential damage and safety issues and submits maintenance requests.
7. Maintains adequate stock of chemicals and supplies necessary to maintain cleanliness of water and pool areas. Tests water chemistry adjusting as necessary, records and maintains water quality reports as required by the Commission.
8. Supervises and performs routine cleaning of pools, bathrooms, and related areas.
9. Collects and/or ensures proper collection of fees; maintains all reports related to fees, and attendance as required by the Commission.
10. Enforces all rules and regulations as they relate to pool safety.
11. Oversees the daily opening and closing of the pool to include the completion of checklist as required by the Commission.
12. Performs Lifeguard duties as required. Administers First Aid and CPR, responds to other emergencies, and performs other safety procedures as required.
13. Participates in all required trainings and meetings.
14. Advises supervisor of any anticipated absences and secures a substitute through approved process for any scheduled hours/shifts that cannot be worked.
15. Uses a computer and modern office suite software (such as MS Office) and specialized software.

The Maryland-National Capital Park and Planning Commission

CLASS TITLE: Assistant Pool Manager
Class Code: 903

EEO Category: Paraprofessional
Grade: AQ6 **Date:** 12/30/22

Knowledge, Skills, and Abilities:

- A. Thorough knowledge of and skill in applying lifeguarding surveillance, water rescue, American Red Cross CPR/AED for the Professional Rescuer Certification and American Red Cross First Aid skills.
- B. Knowledge and ability to operate and maintain swimming pools within parameters set forth through state and local health and safety regulations and procedures concerning the operation of public swimming pools.
- C. Knowledge and understanding of facility characteristics, rules, policies, and procedures.
- D. Skill in applying excellent communication and interpersonal skills and to effectively communicate with the public both orally and in written formats.
- E. Ability to supervise staff to include the recruitment, training, scheduling, and coordination of staff.
- F. Ability to act responsibly with a high attention to safety and to respond appropriately to emergency and non-emergency situations. Ability to work independently, lead, and make decisions (i.e., training required, patron adherence to rules, weather conditions impact upon facility, safety) in a time-sensitive manner.
- G. Ability to work indoors and outdoors in most weather conditions with exposure to sunlight and extreme temperatures. Ability to stand, walk and/or sit for prolonged periods of time with exposure to cold water.
- H. Ability to market and implement aquatics related programs, activities, and special events.
- I. Ability to use a computer and necessary software/applications.

Minimum Qualifications (MQs):

- 1. 18 years of age.
- 2. High School diploma or GED equivalent.
- 3. Four (4) years of a relevant combination of education and experience in aquatics programs and facility operations.
- 4. Valid Prince George's County Pool Operator's License.
- 5. Valid nationally recognized Pool Operator certification such as Certified Pool Operator or Aquatic Facility Operator.
- 6. Valid American Red Cross Lifeguarding Certification, American Red Cross CPR/AED for the Professional Rescuer Certification, American Red Cross First Aid certification and any other required certifications.
- 7. Successful completion of aquatics pre-employment skills assessment.
- 8. Pass background investigation.
- 9. Meet all COVID-19 vaccination requirement(s).

Preferred: American Red Cross Lifeguarding Management Certification and/or Lifeguarding Instructor Certification

The Maryland-National Capital Park and Planning Commission

CLASS TITLE: Assistant Pool Manager

EEO Category: Paraprofessional

Class Code: 903

Grade: AQ6

Date: 12/30/22

Working Conditions:

Works both indoor and outdoor settings with exposure to sunlight and extreme temperatures as well as occasionally to inclement weather. Handles multiple tasks in a fast-paced work environment. Requires standing, walking and/or sitting for prolonged periods of time. Work schedule includes evenings, weekdays, weekends, and holidays.