

CITY OF SUTTER CREEK

JOB TITLE: SWIMMING POOL MANAGER

POSITION SUMMARY:

Plans, directs and coordinates activities at the City Pool. Hires and supervises lifeguards and water safety instructors, and purchases supplies for pool and concessions. Processes time sheets and is in charge of scheduling. This is a seasonal, part-time position. \$12.00 per /hr.

TYPICAL DUTIES AND RESPONSIBILITIES:

Hires water safety instructors and lifeguards.

Facilitates the Red Cross certification courses for potential employees.

Plans, coordinates, directs and evaluates the work of the City pool employees.

Enforces and administers the provisions of the laws and ordinances of the City.

Collects and prepares daily receipts for deposit.

Deals effectively and courteously with the public.

Performs other related duties as required.

SPECIAL REQUIREMENTS:

Must possess current certificates for CPR and First Aid. Previous Pool management experience preferred.

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of:

Principles and practices of public swim pool operations.

Principles of organization and management.

Public Health regulations.

Red Cross regulations

Safe work practices.

Ability to:

Perform water safety and lifesaving techniques.

Supervise personnel in the facilitation of all programs.

Maintain control and handle emergency situations.

Work in all weather conditions.

Deal effectively and courteously with the public.

DESIRABLE EXPERIENCE/EDUCATION:

The ability to work with the public, Requires Red Cross certifications and administrative experience. High School Diploma or equivalent required.

PHYSICAL REQUIREMENTS:

Use of hands, arms and legs and other motor skills used for swimming skills. Ability to sit and work long periods of time in varying degrees of weather. Exposure to loud noise, bending, kneeling, walking on slippery surfaces, squatting; uses senses of vision, hearing and smell to diagnose problems.